



Meeting Notice

Thursday, May 9, 2024, at 5:00 pm
Port Office, 100 Port Island Rd, Arlington, OR

Join Zoom Meeting

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

Meeting ID: 953 785 4875

+16699006833,,85648511236# US (San Jose)

+12532158782,,85648511236# US (Tacoma)

Regular Commission Meeting Agenda

- 1. Call Meeting to Order**
- 2. Public Comment on Non-Agenda Items**
- 3. Consent Agenda:**
 - A. Approve Regular Meeting Minutes for April 11, 2024
 - B. Approve April 2024 Accounts Payable and Financials
- 4. Director Report**
 - 4.1 Willow Creek Industrial Plan
 - 4.2 Job Descriptions – Business and Operations Manager, Administrative Assistant
 - 4.3 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
Thursday April 11, 2024, MINUTES
Immediately following Port of Arlington Budget Committee Meeting
Lower Gronquist Conference Room
1650 Railroad Ave, Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 6:18pm by President Leah Shannon.

Present: President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn; Attorneys: Ruben Cleaveland (Via Zoom), Anna Cavaleri (Via Zoom)

Absent:

Audience: Pat Shannon (Left 7:49pm), Brad Baird (Left 7:00pm), Tiffany Wilkins (Via Zoom, Left 7:24pm)

2. Public Comment- none

3. Consent Agenda

3.1. Approve Regular Meeting Minutes for March 14, 2024

Motion: Greiner moved, and Wilkins seconded to approve the Regular Meeting Minutes for March 14, 2024. Motion carried unanimously.

3.2. Approve March 2024 Accounts Payable and Financials

Not available, moved to approve at the May meeting.

3.3. Approve Legal Services Agreement with Jaques Sharp (Anna Cavaleri)

3.4. Approve Hangar Lease with Paradise Rose Chuckwagon Catering (Rod McGuire)

Greiner brought up there was one correction in the lease that needed to be clarified, and that was with the extension end date of 12/30/2024. After that the lease will need to be renegotiated if Rod wants to extend the lease on the building further.

Motion: Greiner moved, and Krebs seconded, to approve lease agreement with Rod McGuire with Paradise Rose Chuckwagon Catering, with the extension change of 12/30/2024. Motion carried unanimously.

3.5. Approve River's Edge BBQ and Grill LLC Lease (David Richter)

President Leah Shannon declared a conflict of interest because her and her husband have their own agreement with David Richter regarding the restaurant and recused herself.

Motion: Wilkins moved, and Krebs seconded, to approve the updated lease agreement with River's Edge BBQ and Grill LLC with David Richter. Motion carried unanimously, with Leah Shannon being recused.

4. Brad Baird

4.1. Columbia River Pump Station Location

Brad Baird came to discuss the City of Arlington's Columbia River Pump Station potential Location, and their new idea for the pump station. He gave some history about the Cities water right, and the configuration of what they were wanting to install. He would like to install it on Port property. The biggest concern was interference during harvest, and Barid stated they would make sure they didn't interfere, and asked when the busiest months were. He answered

questions as they arose. He stated that if the Port Commissioners were on board for this project, then they would sit down with the City to work out the arrangement's details.

4.2. Questions about Fill on Peninsula

Baird asked about the fill and rock that was used to create the Peninsula. He was trying to get a better understanding of what they would have to drill through to make the Pump Station. Discussion ensued, and maps would have to be researched.

4.3. Design Discussion for Alkali Ridge Subdivision

Baird gave an update on what the city agreed to for the Alkali Ridge Subdivision Design and asked a few questions on how the Commissioners would like to fine tune the layout. He discussed a brief timeline that they are shooting for, and the best way for the Port to bid the project to receive the best price. Baird is hoping to have the bid package to the Port early Fall, so they can bid it for this winter, and be ready for paving in the Spring when the asphalt plants open back up.

5. Director Report

5.1. Establish Job Description-Business & Operations Manager

Crowther asked the Commissioners their opinion on the new job descriptions. Greiner thinks that SDAO should help set up the job descriptions to look more formal, and once these two are finished look at the other two. Greiner would like to table this until the two descriptions are more state compliant.

5.2. Willow Creek Industrial Plan- Points Consulting Monthly Report

Included Points Consulting Monthly report thus far and had a good tour with the team on April 1, 2024. Shannon was impressed with the group and their ideas already, and overall, it went well.

5.3. Alkali Ridge- Workforce Housing

Crowther stated we have had good discussion so far and keep stated we needed to keep moving forward. There were some alternative suggestions given to him on the direction the Port should take, but at this time it was agreed that the Port needs to stay in the direction they have already started. Discussion followed what the entire lot would be developed into after Brads overview of the project. Heavy emphasis on workforce, first time homeowners, young family starters, etc.... There is potential there though for a wide range/variety of different size lots/housing options.

5.4. Consent letter from Ruben Cleaveland

This allows Ruben to help with projects as needed during the transition to new legal services. Ruben explained this is so he can work with the city on joint ventures.

Motion: Wilkins moved, and Wilson seconded to approve and sign the consent agreement with Ruben Cleaveland. Motion carried unanimously.

5.5 Support Letter

Crowther advised he submitted a letter of support to the city for their parks and rec splash pad grant.

5.6 Donation Request

Crowther relayed The Port received a request to donate to the Arlington Youth Athletics and thinks it is appropriate to support with a donation. There was a consensus to support. Check the budget and give appropriately with what is available.

6. Presidents Report, Leah Shannon

Shannon stated she did attend the day with Jed and Point Consultants. They drove to all the Ports property and reviewed them. It was a very good discussion, and she hopes The Port will get good ideas from, and she thought it was very productive.

7. Commissioner Reports

- 7.1. Kip Krebs** – Brought up the parade entry for the May Day parade. Create a banner from Honkertech. He wanted to update the Port on the Willow Creek water project. Part 1 was funded for approx. \$100,000. He wanted to thank Port for kick starting it in 2017 and the continued support they have contributed.
- 7.2. Gibb Wilkins**-City Park guys are mowing the old Condon Grade School. He was talking to small developers and approx. 2000 workers would be going across from Biggs, so we could be busy.
- 7.3. Kathryn Greiner**- Asking about the zoning for elections. She wanted to make sure the zones were changed ahead of time. Ruben explained he was working with the county, but there were some documents that needed to be found. The attorneys would follow up with the Counties legal. Crowther explained they were just going to change the West Condon zone to an at large for county wide and leave the other 4 alone. Also advised she would be gone for the next meeting because of another meeting she has to attend.
- 7.4. Ron Wilson**- nothing to report.

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

**Shannon Opened Executive Session ORS 129.660(2)(e) at 7:49pm.
Shannon Adjourned Executive Session at 8:14pm.**

No action was taken during the Executive Session.

9. Next Meeting

- 9.1.** Thursday, May 9, 2024, Port of Arlington Office.

10. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 8:15pm.

President Leah Shannon

Vice President Ron Wilson

PORT OF ARLINGTON

Balance Sheet

As of May 6, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Beginning Cash Drawer Funds	100.00
1001 Bank of E/O - Checking	158,034.26
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	\$1,845,759.73
Accounts Receivable	
1200 Accounts Receivable	-179,432.93
Total Accounts Receivable	\$-179,432.93
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	\$1,686,612.83
Other Assets	
1006 Cash With County	721.40
Total Other Assets	\$721.40
TOTAL ASSETS	\$1,687,334.23
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 May 6, 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	20,758.18
Dental Insurance	4,422.11
Federal Taxes (941/943/944)	4,033.09
Health Insurance	69,593.48
OR Employment Taxes	-351.18
OR Income Tax	1,098.07
OR Paid Family and Medical Leave	-8.17
OR Statewide Transit Taxes	-14.33
Total 2100 Payroll Liabilities	178,540.84
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	\$164,764.58
Total Current Liabilities	\$170,436.35
Long-Term Liabilities	
2200 OEDD - Marina	0.00
2300 OEDD - RV Park	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$170,436.35
Equity	
3000 Opening Bal Equity	749,274.94
3110 Retained Earnings	908,722.24
Net Income	-141,099.30
Total Equity	\$1,516,897.88
TOTAL LIABILITIES AND EQUITY	\$1,687,334.23

PORT OF ARLINGTON

Profit and Loss Comparison

July 1, 2023 - May 6, 2024

	TOTAL		
	JUL 1, 2023 - MAY 6, 2024	JUL 1, 2022 - MAY 6, 2023 (PY)	% CHANGE
Income			
5000 ECONOMIC DEVELOP FUND RESOURCES	77.62		
5031 Building Lease 11-002		162,838.78	-100.00 %
5032 Building Lease 11-004	200.00	7,500.00	-97.33 %
5033 Flex Bldg Lease	31,500.00	33,750.00	-6.67 %
5034 Taxes Collected for Triple Net	6,040.00	7,130.00	-15.29 %
5130 SIP Funds	37,854.92		
Total 5000 ECONOMIC DEVELOP FUND RESOURCES	75,672.54	211,218.78	-64.17 %
5200 Gronquist Resources			
5203 Shannon Lease		15,750.00	-100.00 %
5203-1 Richter Lease	11,750.00	6,750.00	74.07 %
5203-3 Richter's Property taxes	2,000.00	2,000.00	0.00 %
5204 Colimbia Room Rental	880.00	790.00	11.39 %
5211 Office Space Lease #2	7,175.00	8,200.00	-12.50 %
5213 Office Space #4	4,100.00		
Total 5200 Gronquist Resources	25,905.00	33,490.00	-22.65 %
GENERAL FUND RESOURCES			
4010 Taxes-Current	3,277.82	126.44	2,492.39 %
4011 Taxes-Prior	143,333.60	144,230.08	-0.62 %
4020 Interest - NOW Checking	116.22	313.56	-62.94 %
4021 Interest - Best A/C	2,987.78	2,021.75	47.78 %
4022 Interest - LGIP A/C	20,282.02	22,855.65	-11.26 %
4030 Land Rental	6,600.00	1,650.00	300.00 %
4040 Management Fees	200.00	200.00	0.00 %
4050 Grain Elevator Lease Pymt	122,013.60	118,459.81	3.00 %
4110 Grants Income			
4113 Gilliam County Grant	11,250.00	15,375.00	-26.83 %
Total 4110 Grants Income	11,250.00	15,375.00	-26.83 %
4210 Marina Revenue	10,675.12	10,516.99	1.50 %
4211 RV Park Revenues		266.22	-100.00 %
4211-1 RV Park Monthly Rent	21,040.12	39,555.00	-46.81 %
4211-2 RV Park Weekly Rent	3,875.00	4,205.00	-7.85 %
4211-3 RV Park Daily Rent	7,855.00	4,810.00	63.31 %
4211-4 RV Park Dry Camp	6,891.00	12,045.00	-42.79 %
4211-5 Monthly TV	525.00		
Total 4211 RV Park Revenues	40,186.12	60,881.22	-33.99 %

PORT OF ARLINGTON

Profit and Loss Comparison

July 1, 2023 - May 6, 2024

	TOTAL		
	JUL 1, 2023 - MAY 6, 2024	JUL 1, 2022 - MAY 6, 2023 (PY)	% CHANGE
4213 Marina Fuel Revenue	12,369.03	16,798.88	-26.37 %
4213-1 Diesel Sales	6,859.16	1,189.21	476.78 %
4213-2 Gasoline Sales	333.63	787.54	-57.64 %
Total 4213 Marina Fuel Revenue	19,561.82	18,775.63	4.19 %
4214 Marina Power and Water Revenue	580.00	1,016.25	-42.93 %
4215 Shower	545.00		
4350 Willow Creek Lease Revenue	12,000.00	5,000.00	140.00 %
4400 Donations/Gifts		30.00	-100.00 %
4211-6 shower Donation	76.00	208.54	-63.56 %
Total 4400 Donations/Gifts	76.00	238.54	-68.14 %
4500 Miscellaneous Income	3,642.72	1,331.50	173.58 %
Beginning Fund Balance		38,043.20	-100.00 %
Total GENERAL FUND RESOURCES	397,327.82	441,035.62	-9.91 %
RESERVE FUND RESOURCES			
9002 Interest Earned Reserve Fund	2,588.17	1,751.35	47.78 %
Total RESERVE FUND RESOURCES	2,588.17	1,751.35	47.78 %
Total Income	\$501,493.53	\$687,495.75	-27.06 %
GROSS PROFIT	\$501,493.53	\$687,495.75	-27.06 %
Expenses			
6560 Payroll Expenses	214.00	202,957.55	-99.89 %
Company Contributions			
Health Insurance	67,286.90		
Retirement	35,966.29		
Total Company Contributions	103,253.19		
Taxes	12,316.62		
Wages	160,313.30		
Total 6560 Payroll Expenses	276,097.11	202,957.55	36.04 %
8400 ECON.DEVELOP.FUND EXPENSES			
CAPITAL OUTLAY			
8431 Land Improvements/Development	1,273.18	5,000.00	-74.54 %
8432 Engineering & Surveying	20,097.00	5,769.00	248.36 %
8435 Building Projects/Tenant Improv	4,615.61	1,365.00	238.14 %
Total CAPITAL OUTLAY	25,985.79	12,134.00	114.16 %
DEBT SERVICE			
8441 Loan - Principal	5,839.75	8,096.00	-27.87 %
8442 Loan - Interest	1,244.25	2,024.00	-38.53 %
Total DEBT SERVICE	7,084.00	10,120.00	-30.00 %

PORT OF ARLINGTON

Profit and Loss Comparison

July 1, 2023 - May 6, 2024

	TOTAL		
	JUL 1, 2023 - MAY 6, 2024	JUL 1, 2022 - MAY 6, 2023 (PY)	% CHANGE
MATERIALS AND SERVICES			
8423 Legal Fees	1,638.00	1,449.00	13.04 %
8424 Office Supplies & Equipment	63.92	248.35	-74.26 %
8424-3 Consultant	13,882.70	6,000.00	131.38 %
8425 Utilities	4,085.35		
8426 Advertising & Marketing	2,440.39	988.00	147.00 %
8426-1 Dues & Subscriptions	500.00	300.00	66.67 %
8429 Building Insurance	14,592.00	14,283.00	2.16 %
8430 City of Arlington Insitu Lease		3,600.00	-100.00 %
8430-4 Property Taxes	19,181.53	22,575.26	-15.03 %
Total MATERIALS AND SERVICES	-56,383.89	49,443.61	14.04 %
PERSONNEL SERVICES			
8410 Officer		7,583.32	-100.00 %
Total PERSONNEL SERVICES		7,583.32	-100.00 %
Total 8400 ECON.DEVELOP.FUND EXPENSES	89,453.68	79,280.93	12.83 %
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	16,028.35	9,904.78	61.82 %
8521-1 Credit Card Fees		16.69	-100.00 %
8522 Office Supplies and Equipment	211.59	974.88	-78.30 %
8523 Legal Fees	399.00	945.00	-57.78 %
85230 Building Maintenance	1,841.44	5,533.12	-66.72 %
8524 Insurance - Treasurer Bond	4,000.00		
8525 Dues / Subscriptions / Fees	75.00	95.00	-21.05 %
8527 Telephone and Internet	640.00	640.00	0.00 %
8528 Supplies	7.96	505.45	-98.43 %
8529 Fire Suppression System Inspec	1,004.67	743.23	35.18 %
8531 Alarm Monitoring	648.00	648.00	0.00 %
8532 Pest Control / Fertilizer	54.63		
8536 Property Taxes	5,972.40		
8539 Misc	40.00		
Total Materials and Services	30,923.04	20,006.15	54.57 %
Personnel Services			
8510-3 Maintenance	183.81	2,287.44	-91.96 %
Total Personnel Services	183.81	2,287.44	-91.96 %
Total 8500 Gronquist Fund Expences	31,106.85	29,493.59	5.47 %

PORT OF ARLINGTON

Profit and Loss Comparison

July 1, 2023 - May 6, 2024

	TOTAL		
	JUL 1, 2023 - MAY 6, 2024	JUL 1, 2022 - MAY 6, 2023 (PY)	% CHANGE
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 %
6008 Port Manager		7,630.62	-100.00 %
6009 Administrative Assistant		7,374.40	-100.00 %
6011 Payroll Taxes - Staff	242.38	3,741.36	-93.52 %
6012 Training	40.00	408.17	-90.20 %
6015 Employee Benefits Insurance	75,781.16	92,634.04	-18.19 %
6016 Employee Benefits Retirement		3,619.91	-100.00 %
Total 6000 Personal Services - AD	77,917.54	125,985.91	-38.15 %
6100 Materials and Services - AD			
6111 Utilities	3,440.80	3,417.67	0.68 %
6112 Office Supplies and Equipment	4,772.38	3,759.78	26.93 %
6113 Legal Fees	2,236.01	4,188.76	-46.62 %
6115 Dues, Subscriptions, Fees	3,474.71	3,582.70	-3.01 %
6115-1 Credit Card Fees	2,841.63	3,264.87	-12.96 %
Total 6115 Dues, Subscriptions, Fees	6,316.34	6,847.57	-7.76 %
6116 Audit, Budget, Legal Notices	417.00	554.50	-24.80 %
6117 Telephone and Internet Srv.	2,330.53	2,170.12	7.39 %
6118 Advertising - AD	155.88		
6119 Commissioner Fees/Expenses	945.68	1,551.84	-39.06 %
6121 Donations	800.00	600.00	33.33 %
6122 Meetings and Elections	561.00	482.32	16.31 %
6123 Miscellaneous - AD	159.95	448.02	-64.30 %
6125 Training	200.00	75.00	166.67 %
6127 Commissioner Conference & Trave	125.00		
6128 Staff Travel/Food/Lodging	1,351.50	268.56	403.24 %
6129 Postage		60.00	-100.00 %
Total 6100 Materials and Services - AD	23,812.07	24,424.14	-2.51 %
6150 Capital Outlay - AD			
6151 Land/Improvements/Developments	3,080.76		
6154 Office Equipment	5,577.78	760.70	633.24 %
Total 6150 Capital Outlay - AD	8,658.54	760.70	1,038.23 %
Total ADMINISTRATION EXPENSES	110,388.15	152,965.00	-27.83 %

PORT OF ARLINGTON

Profit and Loss Comparison

July 1, 2023 - May 6, 2024

	TOTAL		
	JUL 1, 2023 - MAY 6, 2024	JUL 1, 2022 - MAY 6, 2023 (PY)	% CHANGE
ISLAND PARK		210.00	-100.00 %
6600 Personal Services			
6610 Maintenance Person		2,287.44	-100.00 %
Total 6600 Personal Services		2,287.44	-100.00 %
6620 Materials & Services		32.20	-100.00 %
6622 Sanitation	1,679.75	815.00	106.10 %
6623 Comfort Station Supplies	802.60	864.93	-7.21 %
6624 Park Electricity	4,198.97	6,133.31	-31.54 %
6625 Pest Control / Chem & Fert.	54.62		
6626 Insurance	2,500.00	1,957.00	27.75 %
6627 Park Maintenance & Supplies	1,096.41	3,997.57	-72.57 %
Total 6620 Materials & Services	10,332.35	13,800.01	-25.13 %
6630 Capital Outlay			
6631 Park Improvements		851.92	-100.00 %
Total 6630 Capital Outlay		851.92	-100.00 %
Total ISLAND PARK	10,332.35	17,149.37	-39.75 %
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	19.89	21.57 %
6721 Marina Electricity	1,869.96	3,260.49	-42.65 %
6723 Insurance	2,700.00	1,960.76	37.70 %
6724 Marina Maint. & Supplies	1,534.59	5,023.84	-69.45 %
6726 Contractural Services		1,199.00	-100.00 %
6727 Marina Fuel	-8.32	421.00	-101.98 %
6727-1 Marina Gas	3,846.50	12,449.14	-69.10 %
6727-2 Marina Diesel	3,047.50	3,593.25	-15.19 %
Total 6727 Marina Fuel	6,885.68	16,463.39	-58.18 %
Total 6720 Materials & Services	13,014.41	27,927.37	-53.40 %
6730 Capital Outlay			
6731 Marina Improvements	394.76	375.00	5.27 %
6733 Marina Equipment	5,894.12		
Total 6730 Capital Outlay	6,288.88	375.00	1,577.03 %
Total MARINA	19,303.29	29,827.33	-35.28 %

PORT OF ARLINGTON

Profit and Loss Comparison

July 1, 2023 - May 6, 2024

	TOTAL		
	JUL 1, 2023 - MAY 6, 2024	JUL 1, 2022 - MAY 6, 2023 (PY)	% CHANGE
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	3,529.55	3,202.64	10.21 %
6322 Sanitation - RV	1,640.60	1,623.00	1.08 %
6323 Electricity - RV Park	7,629.47	10,110.00	-24.54 %
6324 WIFI - RV	1,300.00	1,300.00	0.00 %
6325 Advertising - RV		307.00	-100.00 %
6326 Maintenance & Supplies - RV	248.39	532.06	-53.32 %
6327 Insurance - RV	2,000.00	1,957.00	2.20 %
6329 Sewer	3,994.39	3,868.50	3.25 %
6330 Donations & Gifts Expense		-11.00	100.00 %
Total 6320 Materials & Services - RV	20,342.40	22,889.20	-11.13 %
Total RV PARK EXPENSES	20,342.40	24,309.16	-16.32 %
WILLOW CREEK QUARRY	1,200.00		
6520 Materials & Services - WQ			
6522 Legal Fees - WQ	567.00	84.00	575.00 %
6525 Contractual Services	57.75	1,260.00	-95.42 %
Total 6520 Materials & Services - WQ	624.75	1,344.00	-53.52 %
Total WILLOW CREEK QUARRY	1,824.75	1,344.00	35.77 %
Total GENERAL FUND EXPENSES	162,190.94	226,033.92	-28.24 %
PARK & MARINA EXPENSES			
6220 Materials and Services - PM	125.29		
6229 Maintenance & Supplies - PM	6,130.00		
Total 6220 Materials and Services - PM	6,255.29		
Total PARK & MARINA EXPENSES	6,255.29		
Reimbursements	6,271.80		
Unapplied Cash Bill Payment Expense	-3,438.34	0.00	
Total Expenses	\$567,937.33	\$537,765.99	-5.61 %
NET OPERATING INCOME	\$-66,443.80	\$149,729.76	-144.38 %
Other Expenses			
1003-1 LGIP-Misc.	0.05		
8600 Environ. Sentry Corp. Projects	74,655.45	3,939.50	1,795.05 %
Total Other Expenses	\$74,655.50	\$3,939.50	1,795.05 %
NET OTHER INCOME	\$-74,655.50	\$-3,939.50	-1,795.05 %
NET INCOME	\$-141,099.30	\$145,790.26	-196.78 %

PORT OF ARLINGTON

Profit and Loss Detail

July 1, 2023 - May 6, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Income							
5200 Gronquist Resources							
5203-1 Richter Lease							
07/28/2023	Deposit	1170		July- Utilities	1001 Bank of E/O - Checking	250.00	250.00
07/28/2023	Deposit	1170		Partial Lease payment	1001 Bank of E/O - Checking	250.00	500.00
10/11/2023	Deposit	1201	River's Edge BBQ & Grill	lease payment	1001 Bank of E/O - Checking	1,000.00	1,500.00
12/27/2023	Deposit	1226	River's Edge BBQ & Grill	back payment	1001 Bank of E/O - Checking	4,000.00	5,500.00
01/03/2024	Deposit	1233		remaining balance for 2023	1001 Bank of E/O - Checking	2,250.00	7,750.00
02/26/2024	Deposit	1246		January lease payment	1001 Bank of E/O - Checking	1,000.00	8,750.00
02/26/2024	Deposit	1257		lease Payment (Feb)	1001 Bank of E/O - Checking	1,000.00	9,750.00
03/29/2024	Deposit	1269		March lease payment	1001 Bank of E/O - Checking	1,000.00	10,750.00
05/06/2024	Deposit	1281		Lease Payment (April)	1001 Bank of E/O - Checking	1,000.00	11,750.00
Total for 5203-1 Richter Lease						\$11,750.00	
5203-3 Richter's Property taxes							
07/28/2023	Deposit	1170		July Property Taxes	1001 Bank of E/O - Checking	500.00	500.00
10/11/2023	Deposit	121	River's Edge BBQ & Grill	property taxes	1001 Bank of E/O - Checking	1,000.00	1,500.00
05/06/2024	Deposit	1281		Property Taxes (April)	1001 Bank of E/O - Checking	500.00	2,000.00
Total for 5203-3 Richter's Property taxes						\$2,000.00	
5204 Columbia Room Rental							
12/08/2023	Invoice	16629	Oregon Frontier Chamber of Commerce	Columbia Room Rental- 24 hours	1200 Accounts Receivable	250.00	250.00
12/08/2023	Deposit			Hostket Columbia Room Rental 2 hours	1001 Bank of E/O - Checking	40.00	290.00
12/08/2023	Invoice	16628	Arlington School District #3	Columbia Room Rental- Homecoming Dance	1200 Accounts Receivable	100.00	390.00
12/14/2023	Invoice	16630	ODFW	Columbia Room Rental 4hours	1200 Accounts Receivable	80.00	470.00
01/24/2024	Deposit		Heartland Payment Systems	GE 4 hr room rental	1001 Bank of E/O - Checking	80.00	550.00
02/26/2024	Deposit	1258		5 hours rent on Columbia room	1001 Bank of E/O - Checking	100.00	650.00
03/26/2024	Invoice	16635	Rivers Edge BBQ & Grill	Columbia Room Rental by the hour	1200 Accounts Receivable	160.00	810.00
05/06/2024	Deposit	1568		Columbia Room Rental	1001 Bank of E/O - Checking	70.00	880.00
Total for 5204 Columbia Room Rental						\$880.00	
5211 Office Space Lease #2							
03/26/2024	Invoice	16632	Gilliam County Court	County Court Room Lease July 2023-Dec2023	1200 Accounts Receivable	5,400.00	5,400.00
03/26/2024	Invoice	16633	Gilliam County Court	County Court Utilities Jan 2024	1200 Accounts Receivable	125.00	5,525.00
03/26/2024	Invoice	16633	Gilliam County Court	County Court Room Lease Jan 2024	1200 Accounts Receivable	900.00	6,425.00
03/26/2024	Invoice	16632	Gilliam County Court	County Court Utilities July2023-Dec2023	1200 Accounts Receivable	750.00	7,175.00
Total for 5211 Office Space Lease #2						\$7,175.00	
5213 Office Space #4							
10/04/2023	Deposit	45485	Gilliam County Court	county rent 3 months	1001 Bank of E/O - Checking	2,700.00	2,700.00
10/04/2023	Deposit	45485	Gilliam County Court	county utilities 3 month	1001 Bank of E/O - Checking	375.00	3,075.00
10/09/2023	Deposit	45639		rent/utilities (July)	1001 Bank of E/O - Checking	1,025.00	4,100.00
Total for 5213 Office Space #4						\$4,100.00	
Total for 5200 Gronquist Resources						\$25,905.00	
Total for Income						\$25,905.00	
Expenses							
8500 Gronquist Fund Expenses							
Materials and Services							
8521 Utilities							
07/11/2023	Bill		City of Arlington-Utilities	Gronquist utilities	2000 Accounts Payable	223.00	223.00
07/21/2023	Check	EFT	Pacific Power	Gronquist Power	1001 Bank of E/O - Checking	679.71	902.71
08/10/2023	Bill		City of Arlington-Utilities	Gronquist utilities	2000 Accounts Payable	244.13	1,146.84
08/21/2023	Bill		Pacific Power	Gronquist	2000 Accounts Payable	842.93	1,989.77
09/18/2023	Bill		City of Arlington-Utilities	Gronquist utilities	2000 Accounts Payable	242.88	2,232.65
09/21/2023	Bill		Pacific Power	Gronquist	2000 Accounts Payable	831.59	3,064.24
10/23/2023	Bill		Pacific Power	Gronquist	2000 Accounts Payable	902.19	3,966.43
11/08/2023	Bill		Pacific Power	Gronquist	2000 Accounts Payable	1,188.33	5,154.76
12/21/2023	Bill		Pacific Power	Gronquist	2000 Accounts Payable	1,883.30	7,038.06
12/21/2023	Bill		City of Arlington-Utilities	Gronquist utilities	2000 Accounts Payable	493.88	7,531.94
01/19/2024	Bill		City of Arlington-Utilities	Gronquist utilities	2000 Accounts Payable	492.00	8,023.94
01/31/2024	Bill		Pacific Power	Gronquist Building	2000 Accounts Payable	2,149.89	10,173.83
02/22/2024	Bill		City of Arlington-Utilities	Gronquist utilities	2000 Accounts Payable	246.00	10,419.83
02/28/2024	Bill		Pacific Power	Gronquist	2000 Accounts Payable	2,683.26	13,103.09
02/29/2024	Bill		Pacific Power	Gronquist	2000 Accounts Payable	2,683.26	15,786.35
04/05/2024	Bill		City of Arlington-Utilities	Gronquist utilities	2000 Accounts Payable	492.00	16,278.35
05/06/2024	Deposit	1281		utilities (April)	1001 Bank of E/O - Checking	-250.00	16,028.35

PORT OF ARLINGTON

Profit and Loss Detail

July 1, 2023 - May 6, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 8521 Utilities						\$16,028.35	
8522 Office Supplies and Equipment							
08/08/2023	Bill		Arlington Hardware	hammer, washers ,misc. supplies	2000 Accounts Payable	11.35	11.35
08/08/2023	Bill		Arlington Hardware	aerosol lube	2000 Accounts Payable	7.99	19.34
08/08/2023	Bill		Arlington Hardware	epoxy/caulk gun	2000 Accounts Payable	36.88	56.22
08/08/2023	Bill		Arlington Hardware	Building keys	2000 Accounts Payable	14.94	71.16
08/08/2023	Bill		Arlington Hardware	paint supplies	2000 Accounts Payable	53.84	125.00
09/18/2023	Bill		Arlington Hardware	gloves	2000 Accounts Payable	4.59	129.59
09/18/2023	Bill		Arlington Hardware	faucet aerator dual thread	2000 Accounts Payable	6.48	136.07
10/12/2023	Bill		Arlington Hardware	tubing vinyl	2000 Accounts Payable	10.56	146.63
10/12/2023	Bill		Arlington Hardware	Herbicide conc. eraser qt	2000 Accounts Payable	35.99	182.62
11/16/2023	Bill		Arlington Hardware	outside faucet cover	2000 Accounts Payable	8.98	191.60
12/21/2023	Bill		Arlington Hardware Guns and Ammo LLC	TSP cleaner	2000 Accounts Payable	19.99	211.59
Total for 8522 Office Supplies and Equipment						\$211.59	
8523 Legal Fees							
08/10/2023	Bill		VanKoten & Cleaveland LLC	review of Richter letter for lease	2000 Accounts Payable	42.00	42.00
09/12/2023	Bill		VanKoten & Cleaveland LLC	Gronquist address questions	2000 Accounts Payable	21.00	63.00
04/18/2024	Bill		VanKoten & Cleaveland LLC	lease reviews	2000 Accounts Payable	336.00	399.00
Total for 8523 Legal Fees						\$399.00	
85230 Building Maintenance							
10/03/2023	Bill		Knerr	installation of 2 advantage door closures front doors of Gronquist	2000 Accounts Payable	1,305.00	1,305.00
10/03/2023	Bill		E O Heating & Air, LLC	Condensate Pump, mini white ductless	2000 Accounts Payable	270.00	1,575.00
02/01/2024	Bill		Knerr	new door handle on the Gronquist Kitchen door	2000 Accounts Payable	266.44	1,841.44
Total for 85230 Building Maintenance						\$1,841.44	
8524 Insurance - Treasurer Bond							
02/22/2024	Bill		SDIS	Insurance-Gronquist	2000 Accounts Payable	4,000.00	4,000.00
Total for 8524 Insurance - Treasurer Bond						\$4,000.00	
8525 Dues / Subscriptions / Fees							
08/08/2023	Bill		City of Arlington	Gronquist Business License	2000 Accounts Payable	20.00	20.00
12/21/2023	Bill		Morrow Co. Grain Growers	tank rental	2000 Accounts Payable	55.00	75.00
Total for 8525 Dues / Subscriptions / Fees						\$75.00	
8527 Telephone and Internet							
07/11/2023	Bill		Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	64.00	64.00
08/10/2023	Bill		Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	64.00	128.00
09/25/2023	Bill		Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	64.00	192.00
10/12/2023	Bill		Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	64.00	256.00
11/16/2023	Bill		Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	64.00	320.00
12/21/2023	Bill		Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	64.00	384.00
01/19/2024	Bill		Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	64.00	448.00
02/22/2024	Bill		Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	64.00	512.00
03/28/2024	Bill		Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	64.00	576.00
04/18/2024	Bill		Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	64.00	640.00
Total for 8527 Telephone and Internet						\$640.00	
8528 Supplies							
11/16/2023	Bill		Bank of Eastern Oregon - VISA	Spare Keys	2000 Accounts Payable	7.96	7.96
Total for 8528 Supplies						\$7.96	
8529 Fire Suppression System Inspec							
09/18/2023	Bill		Bank of Eastern Oregon-Visa	Gronquist kitchen Fire Suppression testing/extinguishers/repairs	2000 Accounts Payable	609.67	609.67
02/27/2024	Bill		Pye Barker Fire & Safety, LLC	dispatch and compliance system report	2000 Accounts Payable	395.00	1,004.67
Total for 8529 Fire Suppression System Inspec						\$1,004.67	
8531 Alarm Monitoring							
08/08/2023	Bill		Pacific Fire	Fire Alarm Monitoring (July, Aug., Sep.)	2000 Accounts Payable	162.00	162.00
10/19/2023	Bill		Pacific Fire	Fire Alarm Monitoring (Oct, Nov, December)	2000 Accounts Payable	162.00	324.00
02/01/2024	Bill		Pacific Fire	Fire Alarm Monitoring (Jan, Feb Mar)	2000 Accounts Payable	162.00	486.00
04/18/2024	Bill		Pacific Fire	Fire Alarm Monitoring (April, May, June)	2000 Accounts Payable	162.00	648.00
Total for 8531 Alarm Monitoring						\$648.00	
8532 Pest Control / Fertilizer							
04/18/2024	Bill		The McGregor Company	weed spray	2000 Accounts Payable	54.63	54.63
Total for 8532 Pest Control / Fertilizer						\$54.63	
8536 Property Taxes							
11/16/2023	Bill		Gilliam County Tax Collector	Gronquist Property taxes	2000 Accounts Payable	5,972.40	5,972.40
Total for 8536 Property Taxes						\$5,972.40	
8539 Misc							
08/14/2023	Journal Entry	3		chargeback fee	-Split-	40.00	40.00
Total for 8539 Misc						\$40.00	

PORT OF ARLINGTON

Profit and Loss Detail

July 1, 2023 - May 6, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for Materials and Services						\$30,923.04	
Personnel Services							
8510-3 Maintenance							
08/16/2023	Bill		Bank of Eastern Oregon - VISA	yellow road bollard	2000 Accounts Payable	183.81	183.81
Total for 8510-3 Maintenance						\$183.81	
Total for Personnel Services						\$183.81	
Total for 8500 Gronquist Fund Expenses						\$31,106.85	
Total for Expenses						\$31,106.85	
Net Income						\$ -5,201.85	



DIRECTOR REPORT

May 2, 2024

3.1 Willow Creek Industrial Plan

Points Consulting is off to a good start with the first deliverable, Willow Creek Site Overview Report. The report outlines basic opportunities and constraints, together with realistic development ideas. Further research will add more specifics and details, as work continues to progress. For May 9th board meeting, we expect that consulting staff may participate by Zoom to answer any questions.

Meanwhile in the quarry, Levi Riggs, our lessee with L3 Construction, performed extensive drilling, followed by blasting on April 18th, as an important step to begin gravel crushing and production.

3.2 Job Descriptions – Business and Operations Manager, and Administrative Assistant

SDAO staff provided edits to modernize job descriptions for Business and Operations Manager and for Administrative Assistant, as requested previously by the Board. Upon acceptable review, it is recommended to approve the newly refined job descriptions for 2024.

Motion: Move to approve Job Descriptions for Business and Operations Manager, and for Administrative Assistant.

3.3 Other

Alkali Ridge – Brad Baird previously outlined subdivision design plans with feedback by the Board. The Port is working on acquiring the entryway access property.

Condon Grade School – Awaiting results of EPA Grant, \$780,000 requested for remediation.

Marina Walkway Paving – Contractor (China Creek Construction) removed most of the old asphalt. Next, it is vitally important to prepare a firm, compacted gravel base, prior to resurfacing.

Arlington Mesa – Preparation continues by conversations with an NDA company for development.

Points Consulting
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120 Line St.
Moscow, Idaho 83843
208-596-5809
points-consulting.com

Willow Creek Site Overview Report



For: The Port of Arlington
From: Points Consulting
Date: 4/26/2024



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1. Introduction

The Willow Creek site is a combination of three parcels outside of city limits within Gilliam County, OR (Parcel #: 04N22E00-00-00101, 04N22E00-00-00102, and 04N22E00-00-00105). The mapped acreage of the site is about 64 acres. After the implementation of an access bridge in 2006, the site is accessible by the Heppner Junction of Interstate 84 (I-84) and the Heppner Highway. Some strategic opportunity for the site lies with its proximity to the Columbia River and the Union Pacific Railroad (UPRR) in addition to its I-84 access point. The current condition of the site is completely undeveloped with roughly 4-8 acres being occupied by a gravel quarry. PC's Site Overview Report will establish a contextual basis for what has been happening on and around the site and provide a SWOT analysis to determine potential benefits of the site to take advantage of going forward.

Figure 1: Willow Creek Parcels




Source: Harney County Mapping Service for Gilliam County

2. Site and Regional Background

Port Overview

The Port has several other properties that flow with its mission to foster economic growth within the district. Some of these properties include the Arlington Mesa Industrial Park and the Alkali Ridge Residential Property. The Port is in a comfortable financial position but is looking to develop the Willow Creek site to take advantage of its revenue-generating asset base that hasn't reached its full potential. In a "competitive" context, the Port of Arlington has relative proximity to two other port entities, the Port of The Dalles 63 miles west and the Port of Morrow 30 miles east.

While the Port of Arlington may not offer as many services as the larger ports, it is still in a great position to continue to provide opportunities for the district. Namely, the Port's partnership with Gilliam County to purchase the Alkali Ridge Residential Property shows its willingness to diversify its efforts for the community. The Port is aiming to subdivide the 40-acre property into several plots to develop multi-family housing. This effort will address the issue of a housing shortage being suffered by the county. Fostering economic growth often



takes shape in the form of business recruitment and job creation, but without units for workers to live in, the district will be at a severe disadvantage.

One discussion with the Port signaled that they are facing a labor shortage of around 20-30 jobs constantly. Taking steps to develop the Willow Creek site will increase the attractiveness to outside firms, and increasing the availability of housing expands the opportunities of the site so the firms will be able to attract labor. With a well-rounded Board of Commissioners and an experienced director, the Port has positioned itself to drive economic growth going forward.

Site Context

The site has been the topic of discussion for past development talks. In addition to the access bridge, a 2006 geotechnical study resulted in the proposal of a barge dock in order to accommodate solid waste transportation to the Waste Management landfill south of Arlington. However, miscommunications and prolonged litigation through 2015 resulted in an unsuccessful project. Rather than focusing on this aspect of the site, the Port is looking toward other uses to create economic growth.

More recently, the Port received a permit in 2016 to operate a gravel quarry on the site. This allows for use and monetization while other development options are being considered. Additionally, there was a study done in 2018 to assess the feasibility of irrigating lower Willow Creek agricultural properties. The study concluded with high capital investment costs (upwards of \$80 million) and the fact that the Port and the City of Arlington did not have significant enough water rights for the scale proposed.

Access to utilities and water are significant challenges to the development of the site. There is currently no power serving the site and no water or sewer. Because of the location of the site (about 8 miles from the city) there will be limits on how to get these services there. Based on conversations with Port staff, power may be available from the south side of I-84 directly across from the site. However, the nearest water and sewer utilities appear to be in Arlington city limits. No GIS data has been found to confirm these assumptions. Between the distance required to extend the utilities and the prevalence of shallow rock in the area, utility extensions would be quite costly. Well water and septic drain fields may be a more cost-effective solution, but hydrogeologic and geotechnical evaluations will be required to determine if they are feasible.

State regulations limit the ability to extend utilities outside Urban Growth Boundaries (UGBs). UGB expansion requires justification through a comprehensive plan update, housing needs study or economic opportunities analysis. the land that cities can annex and the expansion of UGBs. While there are significant challenges with serving the site, it has tremendous potential with its proximity to three modes of transportation. Conversations with one of the commissioners indicated that there is a healthy dose of freight traffic by truck around the I-84 Heppner Junction, which is verified by data from ODOT. With significant agricultural activity in the county, developing some sort of complementary service would benefit the community as well.



Regional Background

In addition to our on-site visit and preliminary data gathering, the project team reviewed several documents for regional background and overview. Some of these documents included comprehensive plans, strategic business plans, and economic development reports. Several reports and conversations indicate that agriculture is one of the leading industries in and around Gilliam County.

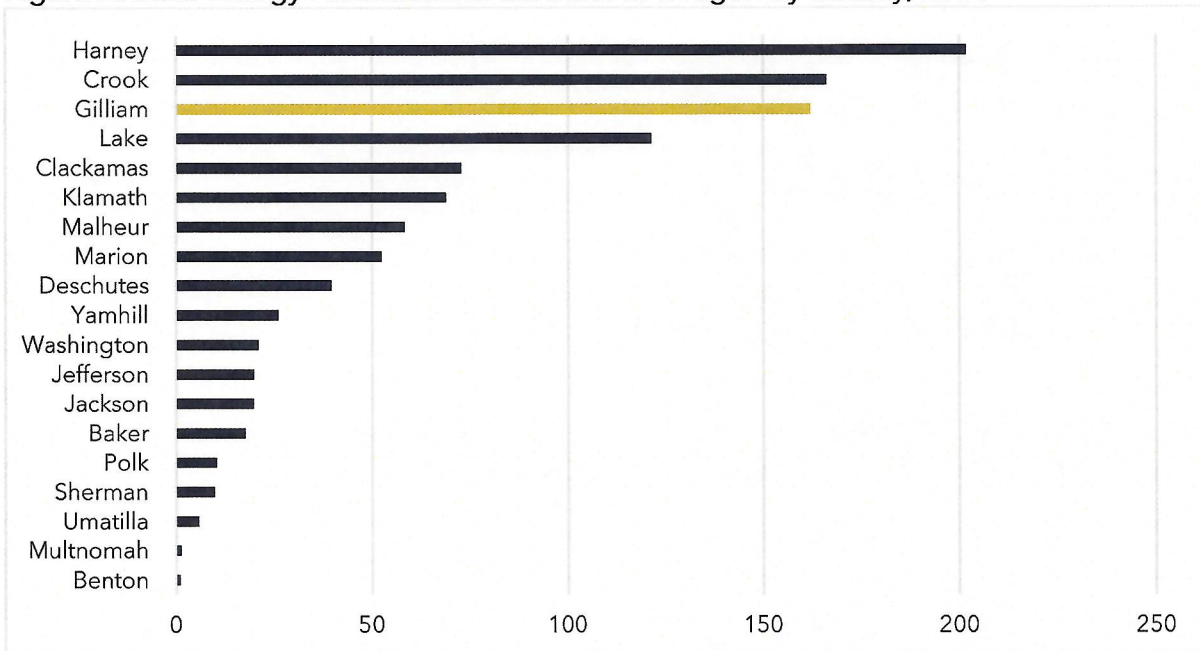
The 2017 Census of Agriculture County Profile for Gilliam County shows that there are around 612,000 acres of farmland in the county spread out across 153 farms. The net cash from farm income amounts to over \$18 million, translating to just over \$120,000 per farm operation. Government subsidies will ensure that the agriculture industry in the US will never go under. But there is a need to diversify the economic base, both within and outside of agriculture. As mentioned, the farm operations provide income to the owners. However, not everyone is able to earn that income from agriculture.

Stated in the Port of Arlington's Strategic Business Plan is how the Port primarily serves the agriculture and manufacturing industries. They do so by facilitating storage and transportation for crops, as well as opportunities for manufactured goods like wood, technology, and food products. However, the Port has been taking action to promote more diverse options. This comes in the form of addressing housing issues with the Alkali Ridge Property, and the Port's Environmental Sentry Corp servicing the Old Condon Grade School to potentially provide workforce housing. The Port also owns a storage facility and an aviation facility on the Arlington Mesa, offering experimental technology firms the option to operate there. The Oregon Employment Department forecasts healthcare, social assistance, and construction as the fastest-growing industries in Eastern Oregon, offering examples of industries that could be complemented by industrial development at the Willow Creek site.

Gilliam County falls within the Columbia Gorge region. Some industries that are predicted to have growth here are tourism, renewable energy, and manufacturing. Figures 2 and 3 show Gilliam County's ranks of solar and wind energy production in terms of total megawatt (MW) capacity compared to other counties in Oregon. Currently, the county ranks third out of nineteen solar producing counties in the state with a total MW capacity of over 160.

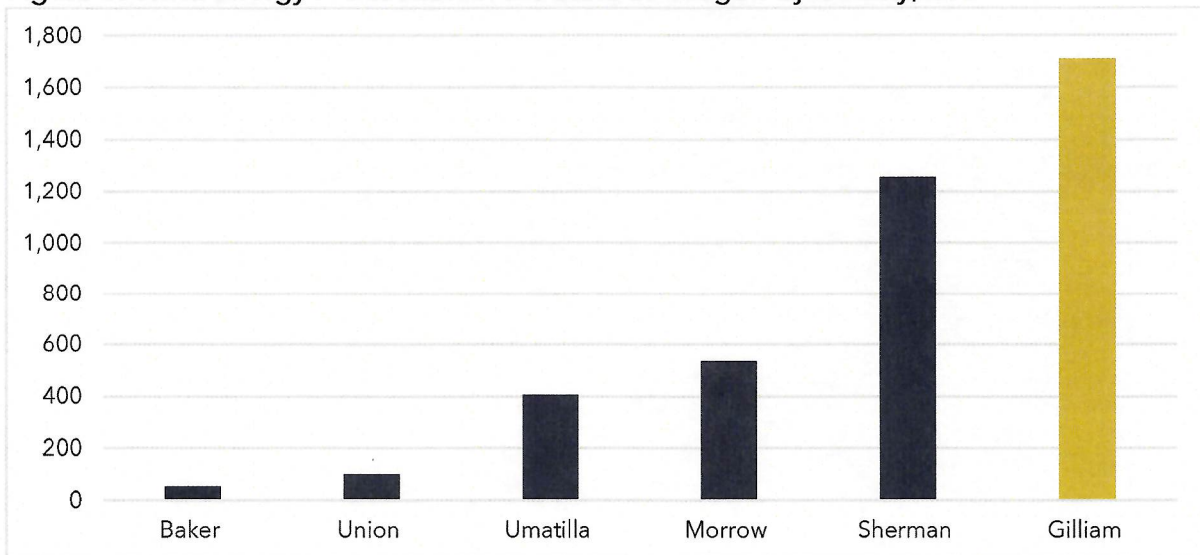
While there are only six counties in Oregon that produce wind energy, Gilliam County is the top producer with over 1,700 MW of capacity, 500 MW more than the next closest. A recent development in the region is the Pacific Northwest Hydrogen Association winning \$1 billion in federal grant funding for a "regional hydrogen hub," meant to create a supply chain of hydrogen energy in Washington, Oregon, and Montana. A potential electrolysis production station or hydrogen storage and distribution facility could be complementary with Gilliam County having absolute advantages in renewable energy production.

Figure 2: Solar Energy Production in the State of Oregon by County, 2021



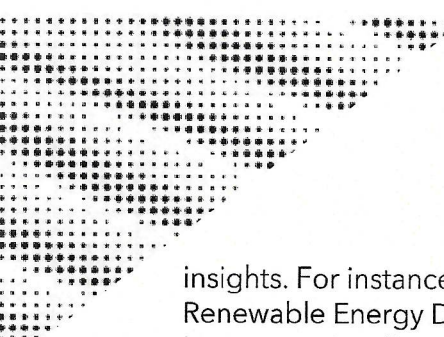
Source: US Energy Information Administration, US Energy Atlas

Figure 3: Wind Energy Production in the State of Oregon by County, 2021



Source: US Energy Information Administration, US Energy Atlas

Another resource to examine the regional economy is by reviewing work done by the economic development districts. Gilliam County is served by the Greater Eastern Oregon Development Corporation (GEODC), along with Grant, Harney, Malheur, Morrow, Umatilla, and Wheeler counties. The most recent comprehensive economic development strategy (CEDS) was done for the GEODC for the years 2014-2019, but it still has some valuable



insights. For instance, a driver for economic development are Enterprise Zones and Rural Renewable Energy Development (RRED) Zones. These development zones can attract new businesses by allowing property tax exemptions for a certain amount of years. All industrial development is eligible for Enterprise Zone tax exemptions, and all renewable energy projects or investments are eligible for RRED Zone tax exemptions. The county recently re-designated its Enterprise Zone in July of 2023 and will be available until July of 2032. The 2014-2019 CEDS for the GEODC also indicated that Gilliam County is a designated RRED zone. These are both advantages for the Willow Creek site and should be utilized.

Other insights from the 2014-2019 CEDS were some potential limitations or challenges within the region. For example, the Port does not offer the only industrial land that is developable in the region. The Umatilla Army Depot Site redevelopment could prove to be a competitive site for industrial development. Although, other port entities are starting to run low on industrial lands to develop, which could be an opportunity for the Port of Arlington. Water usage is also listed as a constraint for development in the region. Even counties along the Columbia River generally do not have sufficient water rights to support large-scale water users. As such, industries requiring large amounts of water may not be an appropriate target for the site. A hydrogeology study is upcoming for the District, but it is yet to be seen what level of resources will be available.

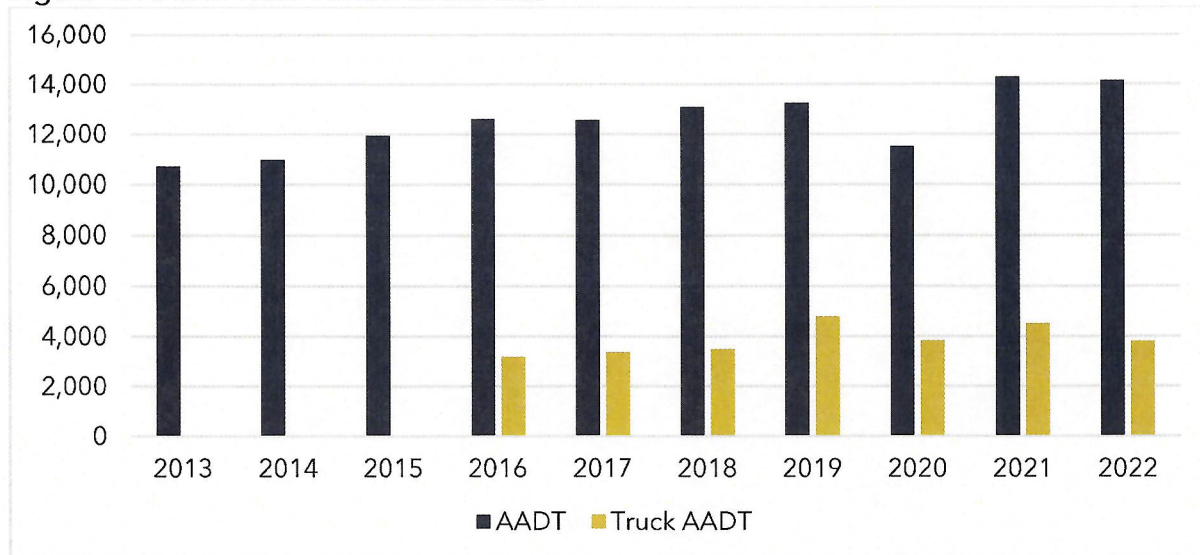
3. Traffic and Trade Patterns

Traffic

The Oregon Department of Transportation (ODOT) tracks traffic patterns at certain intersection points throughout the state. The data are useful for transportation and infrastructure planning purposes but also provide a useful metric for mobility and therefore the viability of different kinds of developments. Fortunately, ODOT has multiple traffic readers along I-84 and the intersection with the Heppner Highway, which is where the access point for the Willow Creek site is. The reader used for the traffic pattern analysis was the Oregon Traffic Monitoring System (OTMS) site 11009. The reader would be passed by any westbound traffic heading to the site or towards Arlington and would be passed by any eastbound traffic leaving the site or towards Morrow County. The technical measure of vehicles per day in the transportation industry is Annual Average Daily Traffic, or AADTs for short.

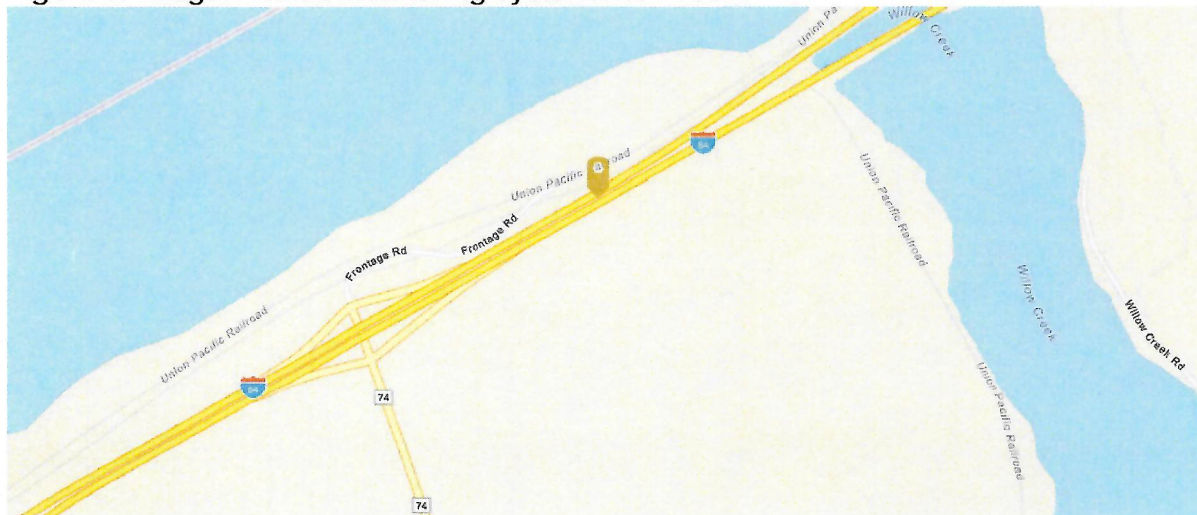
The data in Figure 4 indicate a clear upward trajectory of traffic at the site, escalating from about 10,700 AADTs in 2013 to 14,100 AADTs in 2022, a 31.9% increase. Though less data is available, Figure 4 also shows Truck AADTs as an indicator of freight activity in the area. Truck AADTs have seen a similar increase from about 3,200 AADTs in 2016 to 3,800 AADTs in 2022, a 20.0% increase. ODOT's data also shows that Truck AADTs make up a significant portion of total AADTs at the site, 29.5% on average since 2016. Figure 5 shows the mapped location of OTMS site 11009.

Figure 4: AADTs Near Willow Creek Site



Source: Oregon Traffic Monitoring System

Figure 5: Oregon Traffic Monitoring System Site 11009



Source: Points Consulting using Esri Business Analyst

Trade

The Oregon State Department of Transportation recently revised its Oregon Freight Plan in March of 2023, which is an element of the Oregon Transportation Plan. This report gave insight to freight demand by industry, mode, and product. ODOT reported that Oregon is the 10th to 15th most trade dependent state in the nation, with an estimated \$302 billion of freight that had either an Oregon origin or destination in 2017. This number is projected to increase to \$342 billion by 2025. Trucking is by far the highest demanded mode of freight, carrying \$229 billion of product in 2023 (71.1% of freight demand by value in 2023). The air and pipeline modes are the next highest by value with \$11 billion each.

Different transportation regions are captured by Area Commissions on Transportation (ACTs). Gilliam County is covered by the Lower John Day ACT, along with Wasco, Sherman, and Wheeler Counties. Table 1 depicts production shares by commodity group, or what types of commodities will be exported, and forecasted changes for the Lower John Day ACT. The commodity group with the largest share in 2019 is Machinery, Instruments, Transportation Equipment, & Metals with a share of 24.0%. Food or Kindred Products and Forest or Wood Products are the next highest commodity groups by share, each with 18.0%. Industries that support these commodity groups could be complemented by development at the Willow Creek site. Table 2 represents consumption shares by commodity group for the Lower John Day ACT, or what types of commodities will be imported to the ACT.

Table 1: Lower John Day Area Commission on Transportation Production Shares by Commodity Group, 2019 to 2040 by Value

Commodity Group	Region Share 2019	CAGR	20-Yr % Forecast Change	Region Share 2040
Machinery, Instruments, Transportation Equipment, Metals	24.0%	1.1%	21.0%	20.0%
Food or Kindred Products	18.0%	2.0%	43.0%	18.0%
Petroleum, Coal, Chemicals	11.0%	1.8%	39.0%	11.0%
Pulp or Paper Products	10.0%	4.5%	142.0%	2.0%
Other/Miscellaneous	24.0%	2.9%	72.0%	29.0%
Forest or Wood Products	18.0%	1.8%	40.0%	18.0%
Clay, Minerals, Stone	3.0%	-0.8%	-19.0%	2.0%
Total	100.0%	1.7%	41.0%	100.0%


Source: Oregon Freight Plan, Revised March 2023

Table 2: Lower John Day Area Commission on Transportation Consumption Shares by Commodity Group, 2019 to 2040 by Value

Commodity Group	Region Share 2019	CAGR	20-Yr % Forecast Change	Region Share 2040
Machinery, Instruments, Transportation Equipment, Metals	50.0%	0.3%	1.0%	41.0%
Food or Kindred Products	13.0%	1.8%	37.0%	14.0%
Petroleum, Coal, Chemicals	10.0%	4.4%	134.0%	19.0%
Pulp or Paper Products	2.0%	-3.1%	-51.0%	1.0%
Other/Miscellaneous	16.0%	0.3%	1.0%	13.0%
Forest or Wood Products	5.0%	2.8%	68.0%	7.0%
Clay, Minerals, Stone	4.0%	2.5%	59.0%	5.0%
Total	100.0%	1.0%	24.0%	100.0%

Source: Oregon Freight Plan, Revised March 2023

Some key trends and industry practices emerged from the Oregon Freight Plan as well. In 2017, gravel was the second largest commodity by tonnage at 13% of total tonnage transported. Gravel is expected to stay at this level through 2050, a positive sign for the Port's



gravel quarry. Pharmaceuticals is one of the fastest growing, high-value commodities in the state, expected to grow from 4% of value in 2017 to 7% of value in 2050. With the Willow Creek site's proximity to the UPRR, basic chemicals is the fastest growing user of the rail system by tonnage in Oregon, along with fertilizers. The plan indicates that keeping heavy goods on rail can reduce the maintenance costs of Oregon roads and so the Willow Creek site may be complementary to that notion.

Additionally, the value of freight moved into and out of Oregon is expected to increase at a greater rate (92%) than the tonnage is expected to increase (64%) between 2017 and 2050. The trend here is indicative of a shift to higher-value commodities being transported throughout the state and shows there will be opportunities to take advantage of greater value in the transportation and warehousing industry. Additionally, the volume of the commodity group Machinery, Instruments, Transportation Equipment, & Metals is expected to increase by 2.2% per year through 2050.

Firms with high-value-added manufacturing industries (such as machinery manufacturing) are relatively mobile and tend to locate near places with access to ports and relatively congestion-free highway corridors. ODOT also says green technology is a sector that Oregon seeks to promote and develop. Wind turbine farms are clustering along the Columbia River Gorge, along with central and eastern Oregon where strong wind currents combine with sparsely populated land to facilitate the installation of wind farms.

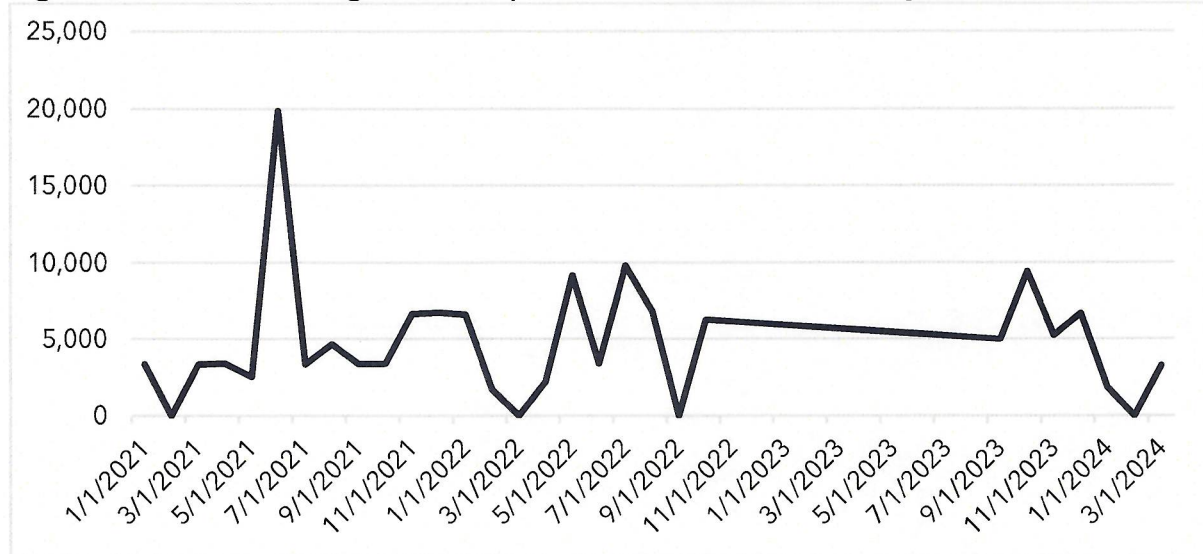
Most food manufacturers are located in the western half of the state, but some clusters are in eastern Oregon as well. This industry is somewhat more dispersed than others because location decisions tend to be driven by proximity to cheaper, inexpensive land, rail corridors, and raw materials. The industry could certainly prove to be complemented by development at the Willow Creek site. Growth in the wind industry will depend on having sufficient transportation to rural locations and planned wind farm facilities for delivering the heavy and large wind turbine components. I-84 accounts for nearly a quarter of the value of commodity flows throughout the state at 24%, second only to I-5 at 45% of the value.

Aside from general freight data and state trends, the project team took a deeper look at trade modes from other data sources, such as the USDA, Oregon Wheat, and the Association of American Railroads (AAR). The USDA's Barge Dashboard offers data on barge movements by commodity at the Bonneville Lock and Dam (Lock 1) and the McNary Lock and Dam (Lock 24). For the Columbia River locks specifically, the USDA started to collect and publish the data monthly in February 2021. The dashboard notes that the majority of barged wheat moved on the Columbia/Snake River System is for export markets, and about 80% of those exports are destined to east or southeast Asia.

From the USDA data, we found that the two main commodities moved up and down the Columbia/Snake River system are fertilizer and wheat. Figure 6 shows the flows of fertilizer throughout the system while Figure 7 shows the flows of wheat. One of the drawbacks of this data is that there is a large gap of missing data throughout most of 2023. This makes it difficult to determine the true trend of each commodity, especially recently. Fertilizer does appear to be a slightly more stable commodity moving throughout the region with a steady

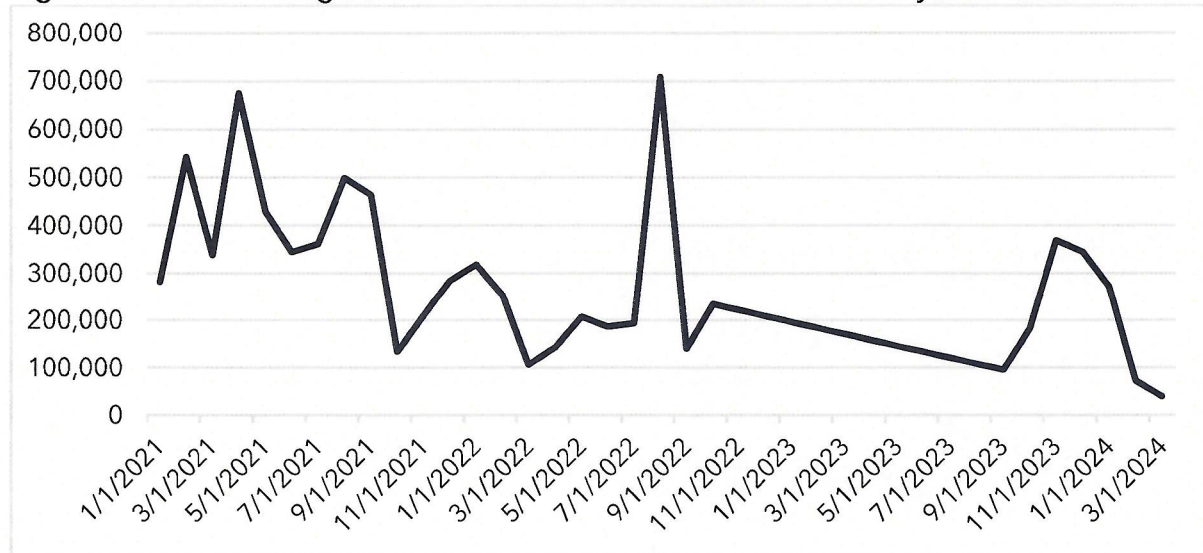
trend. Surprisingly, wheat appears to have a generally decreasing trend since 2021, but this could be an outcome of missing data.

Figure 6: Fertilizer Tonnage Moved Up the Columbia/Snake River System at Lock 1



Source: USDA, Agricultural Marketing Service's Barge Dashboard

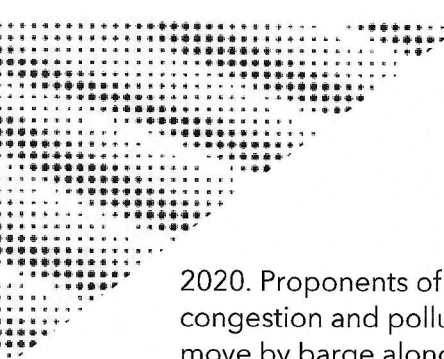
Figure 7: Wheat Tonnage Moved Down the Columbia/Snake River System at Lock 24



Source: USDA, Agricultural Marketing Service's Barge Dashboard

Oregon Wheat reports that the Columbia/Snake River System is the nation's largest wheat export gateway, moving over 60% of all US wheat to international markets.¹ They also note that eleven states export through the system with over 15 million metric tons of wheat in

¹ Oregon Wheat Growers League, "Wheat on the Columbia Snake River System," <https://www.owgl.org/p/policy/dams>.



2020. Proponents of using the dam and river system explain that the system reduces traffic congestion and pollution from truck freight and each year nearly 10% of all US wheat exports move by barge along the Snake River, making it a major advantage to the regional economy.

Additional rail insights come from the AAR and "GoRail." In Oregon, there are 2,369 freight railroad miles spread across 22 freight railroads. In 2021, The largest single commodity group of freight by carload is Lumber & Wood Products at 17.0% of total carloads originating in Oregon.² Among carloads terminating in Oregon, Chemicals are the largest single commodity group with 12.1% of total carloads. The railroad industry is also vital to agriculture in the US. In fact, railroads haul around 1.6 million carloads of grain and other farm products in a typical year.³ An added benefit of rail freight is that it is more efficient than other freight modes in terms of greenhouse gas emissions (GHGs). There were 630,000 truckloads of freight saved, translating to a saving of 2.47 million tons of GHGs in 2021.⁴ The efficiency of rail freight syncs well with Oregon's climate goals, and may be a complementary industry for the Willow Creek site.

4. Planning and Zoning Context

Gilliam County designates parcels in the study area for Limited Industrial (LI) use. The LI district is for general industrial developments, with several outright permitted transportation related uses.⁵ Such uses include, but are not limited to:

- Normal operation, maintenance, repair, and preservation activities of existing transportation facilities
- Installation of culverts, pathways, medians, fencing, and guardrails
- Projects specifically identified in the Transportation System Plan as not requiring further land use regulation
- Landscaping as part of a transportation facility
- Construction of a street or road as part of an approved subdivision or land partition
- Public and private transportation depots and terminals


Per the GCZ&DO, a number of outright permitted uses have been discussed as options for the site. These uses are relevant to the regional economy, and include agricultural sales and services, engineering with research and development. They also include light manufacturing along with warehousing with storage and distribution of equipment, commodities, and products. Importantly, there is a permitted use that is designated as "other uses determined by the Planning Director to be similar to the above uses." This offers an option for some flexibility in development opportunities. Conditional uses are often subject to additional standards and conditions but are relevant as well. The relevant conditional uses are a utility

² AAR, "US Freight Railroad Industry Snapshot: Oregon," <https://www.aar.org/data-center/railroads-states/#>.

³ AAR, "Freight Rail & Agriculture," <https://www.aar.org/issue/freight-rail-agriculture-industry/>.

⁴ GoRail, "Oregon Stats," <https://gorail.org/state/oregon>.

⁵ See Gilliam County Zoning and Land Development Code, Section 4.050



facility or an industrial storage and maintenance facility that may include outdoor storage/uses.

Other potential uses not currently permitted outright or through a conditional use permit process would require a code amendment with the county commission.

5. On-Site Summary

The project team carried out an on-site visit to the Port of Arlington in early April for this industrial site overview report. During this visit, the team met with the Executive Director, Jed Crowther and President of the Board of Commissioners, Leah Shannon. Also present for part of the visit was Ryan DeGrofft, the Regional Development Officer from Business Oregon for Gilliam, Morrow, Umatilla, and Wheeler Counties. To gain a wholistic view of how the Port operates, we toured several properties and facilities owned and managed by the Port. Such properties were:

- The Port offices and Marina
- The Alkali Ridge Residential Property
- The Arlington Mesa Industrial Park
- The Arlington Municipal Airport
- The Gronquist Building
- The Willow Creek Site

In addition to the properties on the guided tour, PC viewed various renewable energy project locations, the Waste Management facility, and the Old Condon Grade School. Some key themes from the on-site are listed below.

Previous and Current Economic Development: The Port has done an excellent job at creating opportunities for firms to come in and produce demand in the economic market. Notable features include the building previously occupied by Insitu, the Shutler Station Industrial Park, and partnering with the City of Arlington on the Mesa. There is also discussion under a non-disclosure agreement for a firm to purchase property on the Mesa and develop it. With the agriculture industry having such a great presence, it would make sense to develop a complementary facility at the Willow Creek site. Renewable energy is also strong in the county and could be paired with development.

Community Challenges: There is a clear issue of housing and labor shortages within and around the Arlington area. Discussions with the Port indicated that there are potentially 20-30 vacant job opportunities at any time in the county. Due to this, Waste Management has been using shuttle buses to get employees to their Arlington facility. Similarly, lack of housing affordability presents a major challenge. There is currently only one "apartment building" in Arlington, with a manufactured home community and single-family homes. This points to "missing middle" housing opportunities that can assist with availability and affordability. The Port is now taking action on this front with the Alkali Ridge Property and the potential renovation of the Old Condon Grade School.

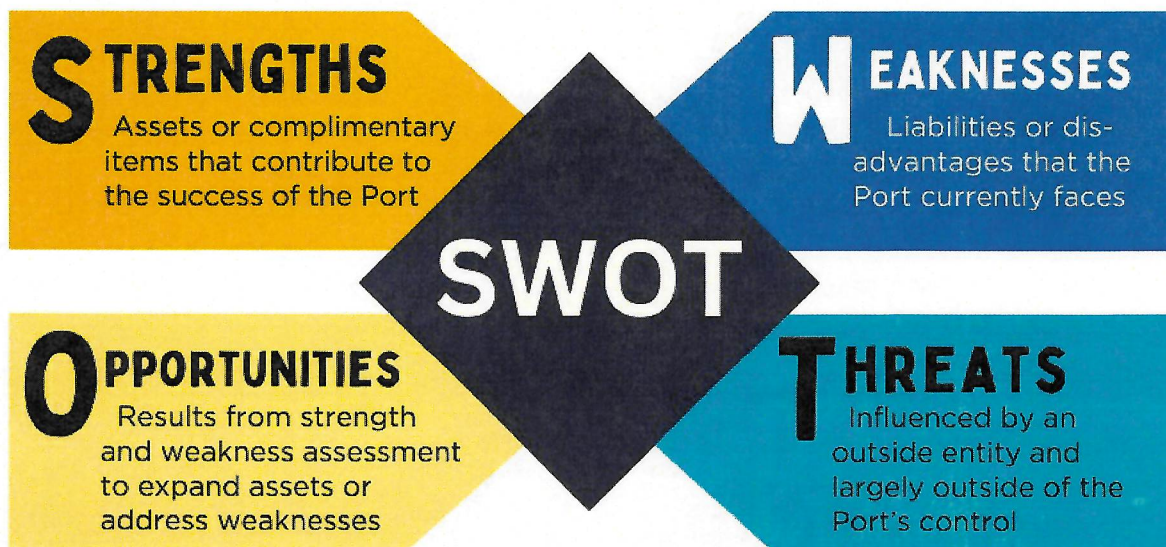
Site Opportunities and Limitations: The Willow Creek site clearly has a strategic location with its proximity to three modes of transportation. Along with agriculture, renewable energy and Waste Management being anchors in the region give the site importance and potential. The major limitations have to do with the utility servicing at the site. Power is likely to be less of a challenge depending on the magnitude of development, but water and sewer will limit the options of what is possible.

6. SWOT Analysis

A SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis is a strategic planning tool which provides guidance for businesses, organizations, and other entities to understand their competitive advantage in the marketplace. For this particular SWOT our focus is the Willow Creek site, and not the Port of Arlington, in general, a topic better addressed in the Port's 2023-2033 Strategic Business Plan.

The project team reviewed the Willow Creek Site to determine the position of this particular asset in the economic marketplace. This list will continue to be honed throughout the course of the project given additional information from the Port and from our team's research.

The following are definitions of the SWOT components:





STRENGTHS

- The Port of Arlington has a track record of developing beneficial commercial and industrial properties in Gilliam County
- The site has trimodal transportation access with the I-84 exit, a 4-rail siting, and adjacency to Columbia River
- There is high visibility of the site for freight traffic
- The site is 12.5 miles from nearest truck stop, a Love's in the Boardman area
- Arlington is in the process of adding housing stock of both the single and multi-family variety, setting it apart from other low-inventory locations along the Columbia
- The industrial land is included in the Gilliam County Enterprise Zone, active through June of 2032
- Gilliam County is a designated Rural Renewable Energy Development Zone

WEAKNESSES

- There is no current municipal sewer, water, or electrical service to the site
- The existing usage of the gravel quarry is not highly complementary to other uses
- Current electrical service through Pacific Power is not considered the highest quality service in the eastern Columbia Gorge area
- Climate and precipitation limits crop growth opportunities in Gilliam County and surrounding areas, limiting complementary agricultural options
- The lack of shade and landscaping at the site limits existing recreational opportunities

OPPORTUNITIES

- Potential expansion of export markets for additional crops for growers in the Mid-Columbia region on both the Oregon and Washington side of the border (e.g. flax)
- Quickly disappearing inventory of buildable lands in peer Ports (e.g. Port of The Dalles, Port of Morrow, etc.)
- ~~Facilitate~~ cultural opportunities in partnership with the Confederated Tribes of the Umatilla Indian Reservation (CTUIR)
- The activation of a data center project in Arlington could generate more interest and awareness for the city as an area for economic development
- A budding opportunity to feed into Pacific Northwest Hydrogen Association's regional hydrogen supply chain
- The possibility for complementary accessory recreational opportunities that could synchronize with commercial uses (e.g.: wind surfing, primitive camping, yurts, RV park expansion, etc.)
- With limited lodging opportunities in the Arlington area, the site could contribute to commercial lodging as an accessory use in connection with a gas station/truck stop
- Prospect to expand business for Waste Management via a solid waste barge

THREATS

- There is a compromised history of the barge dock and interactions with federal and CTUIR authorities on the development opportunity
- DLCDC requirements related to Goal 9 and Goal 14 analysis of economic development requirements before UGB expansion or annexation of the Willow Creek property
- Though a well water analysis will be conducted, it is unknown what capacity or degree of water pressure the well would produce
- Workers are drawn from around the region to fill jobs in the area, but consistently leave when they find other jobs closer to their residence
- The windy, two-lane highway from Arlington to Condon will limit labor availability depending on weather
- Lack of available housing may limit the type of development at the site as firms may not be able to attract enough workers

Jed Crowther

From: Carson Valley <carson@points-consulting.com>
Sent: Wednesday, May 1, 2024 3:13 PM
To: Jed Crowther
Cc: Brian Points
Subject: Monthly Report for Commissioner's Meeting

Good afternoon Jed,

Here is PC's monthly report for the commissioners meeting on 5/9!

Monthly report for 5/9 commissioners meeting:

- The first Deliverable has been finished and sent to the Port on 4/26, the Site Overview Report
- PC has begun conducting outreach to community stakeholders
- We have reached out to:
 - Mid Columbia Economic Development District
 - Painted Hills Natural Beef
 - Mid Columbia Producers
 - Oregon Wheat
 - Oregon State University - Heppner Extension
 - Greater Eastern Oregon Regional Solutions Office
 - Morrow County Grain Growers
 - Avista Utilities
- We will make every effort to connect with these organizations, but in some cases they do not respond to our outreach
- Data collection and analysis is beginning for Deliverable 2 (5/31): Site Analysis Report

Talk to you on Tuesday, thanks!

Best,

Carson Valley
Analyst



120 Line St
Moscow, ID 83843
carson@points-consulting.com
(509) 999-4048

3.2

Port of Arlington

Job Title: Business and Operations Manager **FLSA:** Non-exempt **Effective Date:** 5-9-2024

Reports to: Executive Director

Job Summary:

Plan, direct and coordinate the business and operations for the Port of Arlington, including all financial and grant functions, employee records, and public meeting documents.

Essential Job Duties/Responsibilities:

Financial Administration – 80 %

- Serve as Budget & Grant Officer.
- Plan, coordinate, and manage business and financial operations, and monitor grants.
- Prepare Annual Budget in coordination with Executive Director.
- Track revenue and expenses and provide up-to-date monthly financial status.
- Implement effective lease management, invoicing, and follow-up.
- Track progress of the Strategic Business Plan and capital improvement planning.
- Monitor and close-out grant awards effectively, by federal, state, and local sources.
- Prepare audit submittals and coordinate review.
- Ensure sound investment policies.
- Follow the framework of federal, state, and local laws, reporting, rules, and regulations.
- Maintain economic development and budget skills through continuing education.

Operations Administration – 20 %

- Manage/track reservations for RV Park, Marina Moorages, and Gronquist Building.
- Prepare accurate website postings and continue to make technology improvements.
- Create and conduct informative presentations for Port purposes.
- Train and mentor new or temporary administrative workers depending on needs.
- Organize workflow and records.
- Perform Administrative Assistant duties and/or delegate tasks as Port growth occurs.

Other duties as assigned

Minimum Qualifications:

- Four (4) years of full-time work experience in Essential Knowledge, Skills and Abilities.
- Minimum of 1 year as the Port of Arlington's Administrative Assistant, showing increased competency in the role.

Preferred Qualifications

- Associate degree from an accredited institution.
- Experience processing payables/receivables.
- Knowledge of Social Media and Website Maintenance helpful but not required.

Essential Knowledge, Skills, and Abilities:

- Excellent communication skills both written and verbal.
- Proficient computer skills, QuickBooks Accounting and Payroll, Microsoft Office, etc.
- Office Management.
- Demonstrated ability to work independently with little supervision.
- Establish and maintain positive working relationships with the board and co-workers.
- Demonstrate respect and responsiveness for excellent customer service.
- Use sound judgment and apply creative solutions consistent with Port goals.
- Ability to prioritize tasks and to delegate them when appropriate.
- Strong analytical and problem-solving skills.
- Excellent interpersonal and customer service skills.
- Ability to function well in a high-paced and at times stressful environment.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent organizational skills and attention to detail.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.

Port of Arlington

Job Title: Administrative Assistant **FLSA:** Non-exempt **Effective Date:** 5-9-2024

Reports to: Executive Director

Job Summary: Provide support to the Executive Director and Port Commissioners by performing administrative functions.

Essential Job Duties/Responsibilities:

Financial Administrative Support – 20 %

- Prepare Budget and Accounting Documents and Reports.
- Process all payroll and personnel documents.
- Prepare all Payables and Receivables

Administrative and Reception Support – 80 %

- Responsible as first point of contact for visitors and customers, meet and greet visitors and customers of RV Park Reservations, Shower Tokens, and Fuel Sales, answer phone and provide information; pick up mail daily and distribute.
- Perform general clerical duties including but not limited to: copying, mailing and filing.
- Maintain hard copies and electronic filing systems.
- Coordinate and maintain records for all office and organization activities.
- Set up and coordinate meetings, conferences, and trips.
- Coordinate inter-organization communications.
- Support all Port and Economic Development projects as needed.
- Develop Port meeting agendas at the direction of the Chairman.
- Take all Port meeting minutes; Maintain all Port meeting records and materials.
- Assist with social media and website maintenance.

Other duties as assigned

Minimum Qualifications:

- High School Diploma or General Equivalency Diploma (G.E.D.)
- One year clerical/customer service work experience with public contact.

Preferred Qualifications:

- Associate degree from an accredited institution.
- Processing payables/receivables.
- Knowledge of Social Media and Website Maintenance helpful but not required.

Essential Knowledge, Skills, and Abilities:

- Excellent communication skills both written and verbal
- Computer skills, QuickBooks Accounting and Payroll, Microsoft Office, etc.
- Office Management
- Organizational skills
- Administrative and office procedures and systems
- Principles and processes for providing customer and personal services
- Basic bookkeeping knowledge and accounting principles
- Excellent time management and organizational skills, attention to detail and proven ability to meet deadlines

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.