



Port of Arlington

AGENDA

5:00 pm

Tuesday, November 12, 2019

Meeting Location:

Port of Arlington

100 Port Island Road

- 1. Call meeting to order**
- 2. Public Comment on non-agenda items**
- 3. Consent Agenda:**
 - Approval of September 8, 2019 Commission meeting minutes
 - Approval of September 2019 payables
- 4. Presidents Report – Thanksgiving Turkeys and Christmas Bonus for staff.**
- 5. Commissioner's Reports –**
- 6. Hanger Building**
 - 6.1 Property Tax Statement 2019-2020**
 - 6.2 Hanger Building lease and tenant improvements**
- 7. EDO Report**
- 8. Executive Session per ORS 192.660(2)(g):** To consider preliminary negotiations involving matters of trade of commerce in which the governing body is in competition with governing bodies in other states or nations.
- 9. Administration**
 - 9.1 Solutions CPA's Inc. Audit review and approval**

Upcoming Meetings:

Regular Commission Meeting on Tuesday, December 10, 2019 at 5pm – Port of Arlington, Arlington, Or.

This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting Kelly.margheim@portofarlington.com / 541-454-2868

Posted: Tuesday, November 5, 2019: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington; Condon Times-Journal; Arlington City Hall; Port Office and Website.

PO Box 279, Arlington, Oregon 97812

2019 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-19	\$ 3.90	11	109	\$ 413.84	\$ 2.69	0	0	\$ -
February-19	\$ 3.90	12	154	\$ 583.47	\$ 2.69	0	0	\$ -
March-19	\$ 3.90	13	91	\$ 337.40	\$ 2.69	0	0	\$ -
April-19	\$ 3.90	33	268	\$ 1,004.21	\$ 2.69	0	0	\$ -
May-19	\$ 4.59	41	291	\$ 1,256.28	\$ 2.69	0	0	\$ -
June-19	\$ 4.59	40	331	\$ 1,528.44	\$ 2.69	0	0	\$ -
July-19	\$ 3.99	46	443	\$ 1,872.21	\$ 2.69	1	13	\$ 35.49
August-19	\$ 3.99	57	618	\$ 2,442.36	\$ 2.69	3	108	\$ 290.91
September-19	\$ 3.99	45	465	\$ 1,757.99	\$ 2.69	5	46	\$ 123.11
October-19	\$ 3.99	38	422	\$ 1,576.03	\$ 2.69	4	184	\$ 472.91
November-19								
December-19								
YTD Totals		336	3,191	\$ 12,772.23		13	352	\$ 922.42

2018 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-18	\$ 3.46	8	101	\$ 348.57	\$ 2.69	0	0	\$ -
February-18	\$ 3.46	8	75	\$ 258.03	\$ 2.69	0	0	\$ -
March-18	\$ 3.89	16	171	\$ 642.94	\$ 2.69	0	0	
April-18	\$ 3.89	28	251	\$ 890.77	\$ 2.69	0	0	\$ -
May-18	\$ 3.89	31	295	\$ 1,148.39	\$ 2.69	1	109	\$ 294.09
June-18	\$ 3.99	31	491	\$ 1,952.05	\$ 2.69	0	0	\$ -
July-18	\$ 3.99	45	431	\$ 1,729.80	\$ 2.69	2	325	\$ 876.54
August-18	\$ 3.99	42	465	\$ 1,860.38	\$ 2.69	3	155	\$ 417.42
September-18	\$ 4.09	30	296	\$ 1,150.99	\$ 2.69	3	94	\$ 254.24
October-18	\$ 4.09	53	573	\$ 2,352.91	\$ 2.69	4	905	\$ 2,441.98
November-18	\$ 4.09	13	126	\$ 516.79	\$ 2.69	0	0	
December-18	\$ 3.80	7	86	\$ 336.71	\$ 2.69	0	0	
YTD Totals		312	3,360	\$ 13,188.33		13	1588	\$ 4,284.27

2017 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-17	\$ 3.44	3	38	\$ 130.34	\$ 2.69		0	\$ -
February-17	\$ 3.44	1	5	\$ 18.83	\$ 2.69		0	
March-17	\$ 3.44	13	168	\$ 336.75	\$ 2.69		0	
April-17	\$ 3.44	28	209	\$ 714.91	\$ 2.69	1	100	\$ 269.96
May-17	\$ 3.44	39	379	\$ 1,311.08	\$ 2.69	0	0	
June-17	\$ 3.95	39	408	\$ 1,480.35	\$ 2.69	4	504	\$ 1,359.18
July-17	\$ 3.95	27	267	\$ 1,056.33	\$ 2.69	3	145	\$ 391.04
August-17	\$ 3.65	47	578	\$ 2,141.55	\$ 2.69	2	93	\$ 250.00
September-17	\$ 3.65	30	239	\$ 873.58	\$ 2.69	0	0	\$ -
October-17	\$ 3.46	27	281	\$ 979.78	\$ 2.69	0	0	\$ -
November-17	\$ 3.46	21	260	\$ 900.39	\$ 2.69	0	0	\$ -
December-17	\$ 3.46	4	53	\$ 184.69	\$ 2.69	0	0	\$ -
YTD Totals		275	2,833	\$ 9,943.89		9	742	\$ 2,270.18

9:05 AM

10/30/19

PORT OF ARLINGTON
Check Detail
 October 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		10/02/2019	QuickBooks Payrol...		1001 · Bank of E/O ...		-1.75
					6560 · Payroll Expe...	-1.75	1.75
TOTAL						-1.75	1.75
Liability Check		10/30/2019	QuickBooks Payrol...		1001 · Bank of E/O ...		-9,282.23
					6560 · Payroll Expe...	-3.50	3.50
			QuickBooks Payroll ...		2111 · Direct Deposi...	-9,278.73	9,278.73
TOTAL						-9,282.23	9,282.23
Check	EFT	10/02/2019	Heartland Payment...		1001 · Bank of E/O ...		-210.06
					6115-1 · Credit Card...	-210.06	210.06
TOTAL						-210.06	210.06
Check	EFT	10/03/2019	Peter Mitchell		1001 · Bank of E/O ...		-512.26
					8421 · Travel/Food/...	-401.26	401.26
					8427 · Telephone & ...	-111.00	111.00
TOTAL						-512.26	512.26
Check	EFT	10/21/2019	Pacific Power		1001 · Bank of E/O ...		-829.49
					6111 · Utilities	-96.97	96.97
					6323 · Electricity - R...	-457.00	457.00
					6721 · Marina Electri...	-43.00	43.00
					6624 · Park Electricity	-42.30	42.30
					6721 · Marina Electri...	-30.70	30.70
					6721 · Marina Electri...	-159.52	159.52
TOTAL						-829.49	829.49

\$44,038.92

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PORT OF ARLINGTON
Check Detail
 October 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	EFT	10/29/2019	United States Trea...		1001 · Bank of E/O ...		-2,807.10
				2100 · Payroll Liabili...		-862.00	862.00
				2100 · Payroll Liabili...		-788.21	788.21
				2100 · Payroll Liabili...		-788.21	788.21
				2100 · Payroll Liabili...		-184.34	184.34
				2100 · Payroll Liabili...		-184.34	184.34
TOTAL						-2,807.10	2,807.10
Paycheck	DD1148	10/31/2019	Margheim, Kelly L		1001 · Bank of E/O ...		0.00
				6560 · Payroll Expe...		-3,646.50	3,646.50
				6560 · Payroll Expe...		-280.50	280.50
				6560 · Payroll Expe...		-385.00	385.00
				6560 · Payroll Expe...		-1,833.66	1,833.66
				2100 · Payroll Liabili...		1,833.66	-1,833.66
				6560 · Payroll Expe...		-116.46	116.46
				2100 · Payroll Liabili...		116.46	-116.46
				6560 · Payroll Expe...		-517.44	517.44
				2100 · Payroll Liabili...		517.44	-517.44
				6560 · Payroll Expe...		-4.18	4.18
				2100 · Payroll Liabili...		4.18	-4.18
				2100 · Payroll Liabili...		4.31	-4.31
				2100 · Payroll Liabili...		241.00	-241.00
				6560 · Payroll Expe...		-267.35	267.35
				2100 · Payroll Liabili...		267.35	-267.35
				2100 · Payroll Liabili...		267.35	-267.35
				6560 · Payroll Expe...		-62.53	62.53
				2100 · Payroll Liabili...		62.53	-62.53
				2100 · Payroll Liabili...		62.53	-62.53
				2100 · Payroll Liabili...		239.00	-239.00
				2111 · Direct Deposi...		3,322.92	-3,322.92
				2111 · Direct Deposi...		174.89	-174.89
TOTAL						0.00	0.00
Paycheck	DD1149	10/31/2019	Mitchell, Peter D		1001 · Bank of E/O ...		0.00
				6560 · Payroll Expe...		-6,822.67	6,822.67
				6560 · Payroll Expe...		-653.67	653.67
				6560 · Payroll Expe...		-897.16	897.16
				2100 · Payroll Liabili...		897.16	-897.16
				6560 · Payroll Expe...		-1,833.66	1,833.66
				2100 · Payroll Liabili...		1,833.66	-1,833.66
				6560 · Payroll Expe...		-116.46	116.46

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 October 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					2100 · Payroll Liabili...	116.46	-116.46
					6560 · Payroll Expe...	-4.01	4.01
					2100 · Payroll Liabili...	4.01	-4.01
					2100 · Payroll Liabili...	7.48	-7.48
					2100 · Payroll Liabili...	621.00	-621.00
					6560 · Payroll Expe...	-463.53	463.53
					2100 · Payroll Liabili...	463.53	-463.53
					2100 · Payroll Liabili...	463.53	-463.53
					6560 · Payroll Expe...	-108.41	108.41
					2100 · Payroll Liabili...	108.41	-108.41
					2100 · Payroll Liabili...	108.41	-108.41
					2100 · Payroll Liabili...	495.00	-495.00
					2111 · Direct Deposi...	5,780.92	-5,780.92
TOTAL						0.00	0.00
Liability Check	9175	10/03/2019	Oregon Departmen...		1001 · Bank of E/O ...		-33.27
					2100 · Payroll Liabili...	-33.27	33.27
TOTAL						-33.27	33.27
Liability Check	9176	10/03/2019	Oregon Departmen...		1001 · Bank of E/O ...		-36.05
					2100 · Payroll Liabili...	-36.05	36.05
TOTAL						-36.05	36.05
Check	9177	10/03/2019	Gilliam County Tre...		1001 · Bank of E/O ...		-1,012.00
					8441 · Loan - Principal	-783.17	783.17
					8442 · Loan - Interest	-228.83	228.83
TOTAL						-1,012.00	1,012.00
Check	9178	10/03/2019	Arlington Hardware		1001 · Bank of E/O ...		-155.59
					6112 · Office Suppli...	-50.97	50.97
					6627 · Park Mainten...	-17.46	17.46
					6326 · Maintenance ...	-87.16	87.16
TOTAL						-155.59	155.59

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9179	10/03/2019	Arlington T.V. Coop		1001 · Bank of E/O ...		-120.00
				8427 · Telephone & ...		-20.00	20.00
				6117 · Telephone an...		-80.00	80.00
				6324 · WIFI - RV		-20.00	20.00
TOTAL						-120.00	120.00
Check	9180	10/03/2019	Meadow Outdoor A...		1001 · Bank of E/O ...		-1,353.00
				8426 · Advertising &...		-1,353.00	1,353.00
TOTAL						-1,353.00	1,353.00
Check	9181	10/03/2019	Loop Net		1001 · Bank of E/O ...		-69.00
				8426 · Advertising &...		-69.00	69.00
TOTAL						-69.00	69.00
Check	9182	10/03/2019	Bank of Eastern Or...		1001 · Bank of E/O ...		-37.98
				8421 · Travel/Food/...		-37.98	37.98
TOTAL						-37.98	37.98
Check	9183	10/03/2019	Bank of Eastern Or...		1001 · Bank of E/O ...		-1,092.47
				6112 · Office Suppli...		-339.92	339.92
				6115 · Dues, Subscr...		-106.98	106.98
				6129 · Postage		-61.60	61.60
				6627 · Park Mainten...		-499.31	499.31
				6119 · Commissione...		-84.66	84.66
TOTAL						-1,092.47	1,092.47
Check	9184	10/03/2019	Devin Oil Co. Inc		1001 · Bank of E/O ...		-2,651.74
				6727-1 · Marina Gas		-2,651.74	2,651.74
TOTAL						-2,651.74	2,651.74

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PORT OF ARLINGTON
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 October 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9185	10/29/2019	Pat Shannon		1001 · Bank of E/O ...		-3,000.00
					8430-3 · Business S...	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Check	9186	10/29/2019	VanKoten & Cleave...		1001 · Bank of E/O ...		-1,195.00
					8423 · Legal Fees	-297.50	297.50
					6113 · Legal Fees	-897.50	897.50
TOTAL						-1,195.00	1,195.00
Check	9187	10/29/2019	City of Arlington		1001 · Bank of E/O ...		-875.20
					6622 · Sanitation	-48.20	48.20
					6321 · Water Fees - ...	-298.00	298.00
					6329 · Sewer	-395.20	395.20
					6322 · Sanitation - RV	-117.80	117.80
					6622 · Sanitation	-16.00	16.00
TOTAL						-875.20	875.20
Check	9188	10/29/2019	The City of Arlington		1001 · Bank of E/O ...		-1,800.00
					8430 · City of Arlingt...	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
Check	9189	10/29/2019	VanKoten & Cleave...		1001 · Bank of E/O ...		-67.50
					6113 · Legal Fees	-67.50	67.50
TOTAL						-67.50	67.50
Check	9190	10/29/2019	The Drive-In		1001 · Bank of E/O ...		-75.50
					6127 · Commissione...	-75.50	75.50
TOTAL						-75.50	75.50

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9191	10/29/2019	Government Ethics...		1001 · Bank of E/O ...		-329.32
					6115 · Dues, Subscr...	-329.32	329.32
TOTAL						-329.32	329.32
Check	9192	10/29/2019	Gorge Networks		1001 · Bank of E/O ...		-201.34
					8427 · Telephone & ...	-49.58	49.58
					6324 · WIFI - RV	-50.58	50.58
					6117 · Telephone an...	-50.57	50.57
					6117 · Telephone an...	-50.61	50.61
TOTAL						-201.34	201.34
Check	9193	10/29/2019	Devin Oil Co. Inc		1001 · Bank of E/O ...		-2,460.45
					6727-1 · Marina Gas	-2,460.45	2,460.45
TOTAL						-2,460.45	2,460.45
Check	9194	10/29/2019	Steve Allen		1001 · Bank of E/O ...		-2,000.00
					8430-3 · Business S...	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Check	9195	10/29/2019	Charitable Activitie...		1001 · Bank of E/O ...		-20.00
					6115 · Dues, Subscr...	-20.00	20.00
TOTAL						-20.00	20.00
Check	9196	10/29/2019	SDAO		1001 · Bank of E/O ...		-1,212.23
					6115 · Dues, Subscr...	-1,212.23	1,212.23
TOTAL						-1,212.23	1,212.23

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PORT OF ARLINGTON
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 October 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9197	10/29/2019	Solutions, CPAs PC		1001 · Bank of E/O ...		-4,190.00
					6116 · Audit, Budget...	-4,190.00	4,190.00
TOTAL						-4,190.00	4,190.00
Check	9198	10/29/2019	Secretary of State		1001 · Bank of E/O ...		-200.00
					6116 · Audit, Budget...	-200.00	200.00
TOTAL						-200.00	200.00
Check	9199	10/29/2019	City of Arlington		1001 · Bank of E/O ...		-289.03
					6115 · Dues, Subscr...	-289.03	289.03
TOTAL						-289.03	289.03
Check	9200	10/29/2019	Arlington Hardware		1001 · Bank of E/O ...		-138.61
					6326 · Maintenance ...	-4.99	4.99
					6627 · Park Mainten...	-75.65	75.65
					6627 · Park Mainten...	-27.98	27.98
					8424 · Office Suppli...	-29.99	29.99
TOTAL						-138.61	138.61
Liability Check	9201	10/29/2019	Fidelity Brokerage ...		1001 · Bank of E/O ...		-1,414.60
					2100 · Payroll Liabili...	-1,414.60	1,414.60
TOTAL						-1,414.60	1,414.60
Liability Check	9202	10/29/2019	Oregon Departmen...		1001 · Bank of E/O ...		-756.00
					2100 · Payroll Liabili...	-756.00	756.00
TOTAL						-756.00	756.00

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 October 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9203	10/29/2019	SDIS		1001 · Bank of E/O ...		-3,900.24
				2100 · Payroll Liabili...		-1,833.66	1,833.66
				2100 · Payroll Liabili...		-116.46	116.46
				2100 · Payroll Liabili...		-1,833.66	1,833.66
				2100 · Payroll Liabili...		-116.46	116.46
TOTAL						-3,900.24	3,900.24
Paycheck	9204	10/31/2019	Davis, Calvin A		1001 · Bank of E/O ...		-525.17
				6560 · Payroll Expe...		-592.50	592.50
				6560 · Payroll Expe...		-1.11	1.11
				2100 · Payroll Liabili...		1.11	-1.11
				6560 · Payroll Expe...		-36.74	36.74
				2100 · Payroll Liabili...		36.74	-36.74
				2100 · Payroll Liabili...		36.74	-36.74
				6560 · Payroll Expe...		-8.59	8.59
				2100 · Payroll Liabili...		8.59	-8.59
				2100 · Payroll Liabili...		8.59	-8.59
				2100 · Payroll Liabili...		22.00	-22.00
TOTAL						-525.17	525.17
Paycheck	9205	10/31/2019	Winters, Russell S		1001 · Bank of E/O ...		-306.49
				6560 · Payroll Expe...		-332.22	332.22
				6560 · Payroll Expe...		-0.50	0.50
				2100 · Payroll Liabili...		0.50	-0.50
				2100 · Payroll Liabili...		0.33	-0.33
				6560 · Payroll Expe...		-20.59	20.59
				2100 · Payroll Liabili...		20.59	-20.59
				2100 · Payroll Liabili...		20.59	-20.59
				6560 · Payroll Expe...		-4.81	4.81
				2100 · Payroll Liabili...		4.81	-4.81
				2100 · Payroll Liabili...		4.81	-4.81
TOTAL						-306.49	306.49

9:04 AM

10/30/19

PORT OF ARLINGTON
Deposit Detail
October 2019

Type	Num	Date	Name	Account	Amount
Deposit		10/02/2019		1001 - Bank of E/O ...	41,212.00
			Jonathan Evans	4210 - Marina Reve...	-600.00
			Gilliam County Court	5113 - Grants - Gillia...	-40,000.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Cash Sales	4214 - Marina Power...	-60.00
			Cash Sales	4211-1 - RV Park M...	-375.00
			Cash Sales	4211-3 - RV Park D...	-60.00
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
TOTAL					-41,212.00
Deposit		10/02/2019		1001 - Bank of E/O ...	726.55
			Heartland Payment ...	4213-2 - Gasoline S...	-308.99
			Heartland Payment ...	4211-1 - RV Park M...	-375.00
			Heartland Payment ...	4211-5 - Monthly TV	-20.00
			Heartland Payment ...	4211-3 - RV Park D...	-30.00
			Heartland Payment ...	6115-1 - Credit Card...	1.71
			Heartland Payment ...	6115-1 - Credit Card...	5.73
TOTAL					-726.55
Deposit		10/02/2019		1001 - Bank of E/O ...	18.21
			Heartland Payment ...	4213-2 - Gasoline S...	-18.64
			Heartland Payment ...	6115-1 - Credit Card...	0.43
TOTAL					-18.21
Deposit		10/07/2019		1001 - Bank of E/O ...	18.21
			Heartland Payment ...	4213-2 - Gasoline S...	-18.64
			Heartland Payment ...	6115-1 - Credit Card...	0.43
TOTAL					-18.21

\$117,207.23

9:04 AM

10/30/19

PORT OF ARLINGTON

Deposit Detail

October 2019

Type	Num	Date	Name	Account	Amount
Deposit		10/07/2019		1001 · Bank of E/O ...	104.30
			Heartland Payment ...	4213-2 · Gasoline S...	-107.67
			Heartland Payment ...	6115-1 · Credit Card...	3.37
TOTAL					-104.30
Deposit		10/07/2019		1001 · Bank of E/O ...	615.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-4 · RV Park Dr...	-10.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4210 · Marina Reve...	-120.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4213-2 · Gasoline S...	-20.00
			Cash Sales	4211-3 · RV Park D...	-30.00
TOTAL					-615.00
Deposit		10/09/2019		1001 · Bank of E/O ...	10,026.43
			SDIS	6013 · Workmens C...	-100.00
			SDIS	6612 · Worker's Co...	-50.67
			SDIS	6712 · Worker's Co...	-50.67
			SDIS	6312 · Workmens C...	-51.09
			SDIS	8412 · Worker's Co...	-100.00
Payment	20032...	10/09/2019	Watco Companies, ...	1499 · Undeposited ...	-9,674.00
TOTAL					-10,026.43
Deposit		10/09/2019		1001 · Bank of E/O ...	659.81
			Heartland Payment ...	4213-2 · Gasoline S...	-613.31
			Heartland Payment ...	6115-1 · Credit Card...	12.20
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	1.30
TOTAL					-659.81

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PORT OF ARLINGTON

Deposit Detail

October 2019

Type	Num	Date	Name	Account	Amount
Deposit		10/11/2019		1001 - Bank of E/O ...	6.50
			Heartland Payment ...	4213-2 - Gasoline S...	-6.74
			Heartland Payment ...	6115-1 - Credit Card...	0.24
TOTAL					-6.50
Deposit		10/14/2019		1001 - Bank of E/O ...	747.24
			Heartland Payment ...	4213-2 - Gasoline S...	-167.56
			Heartland Payment ...	6115-1 - Credit Card...	3.43
			Heartland Payment ...	4213-1 - Diesel Sales	-448.10
			Heartland Payment ...	6115-1 - Credit Card...	7.98
			Heartland Payment ...	4211-3 - RV Park D...	-55.00
			Heartland Payment ...	4211-3 - RV Park D...	-30.00
			Heartland Payment ...	4211-3 - RV Park D...	-60.00
			Heartland Payment ...	6115-1 - Credit Card...	2.01
TOTAL					-747.24
Deposit		10/14/2019		1001 - Bank of E/O ...	49,163.88
			Cash Sales	4210 - Marina Reve...	-198.00
			Cash Sales	4211-2 - RV Park W...	-125.00
			Cash Sales	4211-3 - RV Park D...	-35.00
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-3 - RV Park D...	-30.00
Payment	13639	10/14/2019	W.I. Construction, Inc.	1499 - Undeposited ...	-48,625.88
Payment	13744	10/14/2019	The City of Arlington	1499 - Undeposited ...	-30.00
TOTAL					-49,163.88
Deposit		10/18/2019		1001 - Bank of E/O ...	24.12
			Heartland Payment ...	4213-1 - Diesel Sales	-24.81
			Heartland Payment ...	6115-1 - Credit Card...	0.69
TOTAL					-24.12

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PORT OF ARLINGTON
Deposit Detail
 October 2019

Type	Num	Date	Name	Account	Amount
Deposit		10/21/2019		1001 - Bank of E/O ...	360.45
			Heartland Payment ...	4213-2 - Gasoline S...	-42.93
			Heartland Payment ...	6115-1 - Credit Card...	1.00
			Heartland Payment ...	4211-1 - RV Park M...	-325.00
			Heartland Payment ...	6115-1 - Credit Card...	6.48
TOTAL					-360.45
Deposit		10/23/2019		1001 - Bank of E/O ...	356.87
			Heartland Payment ...	4213-2 - Gasoline S...	-20.19
			Heartland Payment ...	6115-1 - Credit Card...	0.46
			Heartland Payment ...	4210 - Marina Reve...	-348.00
			Heartland Payment ...	6115-1 - Credit Card...	10.86
TOTAL					-356.87
Deposit		10/28/2019		1001 - Bank of E/O ...	278.70
			Heartland Payment ...	4213-2 - Gasoline S...	-205.08
			Heartland Payment ...	6115-1 - Credit Card...	3.69
			Heartland Payment ...	4210 - Marina Reve...	-50.00
			Heartland Payment ...	6115-1 - Credit Card...	1.66
			Heartland Payment ...	4211-3 - RV Park D...	-30.00
			Heartland Payment ...	6115-1 - Credit Card...	1.03
TOTAL					-278.70
Deposit		10/29/2019		1001 - Bank of E/O ...	12,008.11
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Valley Industrial Ser...	5033 - Flex Bldg Lea...	-4,000.00
			Insitu Inc.	5031 - Building Leas...	-7,600.00
			Gilliam County Trea...	4011 - Taxes-Prior	-15.11
			Cash Sales	4211-1 - RV Park M...	-375.00
TOTAL					-12,008.11

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PORT OF ARLINGTON
Deposit Detail
 October 2019

Type	Num	Date	Name	Account	Amount
Deposit		10/30/2019		1001 - Bank of E/O ...	496.85
			Heartland Payment ...	4213-2 - Gasoline S...	-46.28
			Heartland Payment ...	6115-1 - Credit Card...	1.52
			Heartland Payment ...	4211-1 - RV Park M...	-375.00
			Heartland Payment ...	4211-5 - Monthly TV	-20.00
			Heartland Payment ...	6115-1 - Credit Card...	0.94
			Heartland Payment ...	4211-3 - RV Park D...	-60.00
			Heartland Payment ...	6115-1 - Credit Card...	1.97
TOTAL					-496.85
Deposit		10/31/2019		1001 - Bank of E/O ...	384.00
			Cash Sales	4211-1 - RV Park M...	-375.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
TOTAL					-384.00
Paycheck	DD1148	10/31/2019	Margheim, Kelly L	1001 - Bank of E/O ...	0.00
				6560 - Payroll Expe...	3,646.50
				6560 - Payroll Expe...	280.50
				6560 - Payroll Expe...	385.00
				6560 - Payroll Expe...	1,833.66
				2100 - Payroll Liabili...	-1,833.66
				6560 - Payroll Expe...	116.46
				2100 - Payroll Liabili...	-116.46
				6560 - Payroll Expe...	517.44
				2100 - Payroll Liabili...	-517.44
				6560 - Payroll Expe...	4.18
				2100 - Payroll Liabili...	-4.18
				2100 - Payroll Liabili...	-4.31
				2100 - Payroll Liabili...	-241.00
				6560 - Payroll Expe...	267.35
				2100 - Payroll Liabili...	-267.35
				2100 - Payroll Liabili...	-267.35
				6560 - Payroll Expe...	62.53
				2100 - Payroll Liabili...	-62.53
				2100 - Payroll Liabili...	-62.53
				2100 - Payroll Liabili...	-239.00
				2111 - Direct Deposi...	-3,322.92
				2111 - Direct Deposi...	-174.89
TOTAL					0.00

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PORT OF ARLINGTON
Deposit Detail
 October 2019

Type	Num	Date	Name	Account	Amount
Paycheck	DD1149	10/31/2019	Mitchell, Peter D	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expe...	6,822.67
				6560 · Payroll Expe...	653.67
				6560 · Payroll Expe...	897.16
				2100 · Payroll Liabili...	-897.16
				6560 · Payroll Expe...	1,833.66
				2100 · Payroll Liabili...	-1,833.66
				6560 · Payroll Expe...	116.46
				2100 · Payroll Liabili...	-116.46
				6560 · Payroll Expe...	4.01
				2100 · Payroll Liabili...	-4.01
				2100 · Payroll Liabili...	-7.48
				2100 · Payroll Liabili...	-621.00
				6560 · Payroll Expe...	463.53
				2100 · Payroll Liabili...	-463.53
				2100 · Payroll Liabili...	-463.53
				6560 · Payroll Expe...	108.41
				2100 · Payroll Liabili...	-108.41
				2100 · Payroll Liabili...	-108.41
				2100 · Payroll Liabili...	-495.00
				2111 · Direct Deposi...	-5,780.92
TOTAL					0.00

PORT OF ARLINGTON
Profit & Loss Prev Year Comparison
July through October 2019

													TOTAL			
	Aug 19	Aug 18	\$ Change	% Change	Sep 19	Sep 18	\$ Change	% Change	Oct 19	Oct 18	\$ Change	% Change	Jul - Oct 19	Jul - Oct 18	\$ Change	% Change
4210 - Marina Revenue	1,562.00	286.00	1,276.00	446.15%	370.00	1,402.00	-1,032.00	-73.61%	1,316.00	586.00	730.00	124.57%	4,294.00	3,406.00	888.00	26.07%
4211 - RV Park Revenues																
4211-1 - RV Park Monthly Rent	1,500.00	2,770.00	-1,270.00	-45.85%	2,457.00	3,375.00	-918.00	-27.2%	2,575.00	2,875.00	-300.00	-10.44%	9,162.00	11,645.00	-2,483.00	-21.32%
4211-2 - RV Park Weekly Rent	125.00	161.00	-36.00	-22.36%	0.00	0.00	0.00	0.0%	125.00	775.00	-650.00	-83.87%	500.00	1,311.00	-811.00	-61.86%
4211-3 - RV Park Daily Rent	1,179.00	810.00	369.00	45.56%	1,350.00	1,165.00	185.00	15.88%	750.00	300.00	450.00	150.0%	4,504.00	3,815.00	689.00	18.06%
4211-4 - RV Park Dry Camp	249.00	302.00	-53.00	-17.55%	264.00	499.00	-235.00	-47.09%	64.00	119.00	-55.00	-46.22%	944.00	1,211.00	-267.00	-22.05%
4211-5 - Monthly TV	0.00	0.00	0.00	0.0%	20.00	20.00	0.00	0.0%	40.00	20.00	20.00	100.0%	60.00	40.00	20.00	50.0%
Total 4211 - RV Park Revenues	3,053.00	4,043.00	-990.00	-24.49%	4,091.00	5,059.00	-968.00	-19.13%	3,554.00	4,089.00	-535.00	-13.08%	15,170.00	18,022.00	-2,852.00	-15.83%
4213 - Marina Fuel Revenue																
4213-2 - Gasoline Sales	2,443.36	1,860.36	582.98	31.34%	1,895.46	1,150.99	744.47	64.68%	1,576.03	2,352.91	-776.88	-33.02%	7,787.06	7,094.08	692.98	9.77%
4213-1 - Diesel Sales	290.91	417.42	-126.51	-30.31%	123.11	254.24	-131.13	-51.58%	472.91	2,441.98	-1,969.07	-80.63%	922.42	3,990.18	-3,067.76	-76.88%
4213 - Marina Fuel Revenue - Other	13.54	0.00	13.54	100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	13.54	0.00	13.54	100.0%
Total 4213 - Marina Fuel Revenue	2,747.81	2,277.80	470.01	20.63%	2,018.57	1,405.23	613.34	43.65%	2,048.94	4,794.89	-2,745.95	-57.27%	8,723.02	11,084.26	-2,361.24	-21.3%
4214 - Marina Power and Water Revenue	110.00	80.00	30.00	37.5%	140.00	20.00	120.00	600.0%	60.00	20.00	40.00	200.0%	400.00	320.00	80.00	25.0%
4340 - Willow Creek Rock Sales	2,574.77	613.07	1,961.70	319.98%	0.00	5,343.92	-5,343.92	-100.0%	48,625.88	1,579.32	47,046.56	2,978.91%	98,512.16	10,347.13	88,165.03	852.07%

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Cash Basis

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '19 - Jun 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	0.00	1,237,387.00	0.0%
4010 · Taxes-Current	327.25	100,000.00	0.3%
4011 · Taxes-Prior	1,582.68	500.00	316.5%
4020 · Interest - NOW Checking	29.36	0.00	100.0%
4021 · Interest - Best A/C	1,463.32	0.00	100.0%
4022 · Interest - LGIP A/C	11,132.84	10,000.00	111.3%
4030 · Land Rental	1,500.00	16,000.00	9.4%
4050 · Grain Elevator Lease Pymt	108,407.50	108,407.00	100.0%
4110 · Grants Income			
4111 · OSMB Grant	0.00	346,160.00	0.0%
4113 · Gilliam County Grant	0.00	100.00	0.0%
4114 · Unanticipated Grant Funds	0.00	100.00	0.0%
4115 · Safety Grant	0.00	100.00	0.0%
4120 · MAPS Grant	7,000.00	7,000.00	100.0%
4110 · Grants Income - Other	0.00	0.00	0.0%
Total 4110 · Grants Income	7,000.00	353,460.00	2.0%
4210 · Marina Revenue	4,294.00	5,000.00	85.9%
4211 · RV Park Revenues			
4211-1 · RV Park Monthly Rent	9,162.00	0.00	100.0%
4211-2 · RV Park Weekly Rent	500.00	0.00	100.0%
4211-3 · RV Park Daily Rent	4,504.00	0.00	100.0%
4211-4 · RV Park Dry Camp	944.00	0.00	100.0%
4211-5 · Monthly TV	60.00	0.00	0.0%
4212 · RV Park fee Refund	0.00	0.00	0.0%
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
Total 4211 · RV Park Revenues	15,170.00	40,000.00	37.9%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	7,787.06	7,000.00	111.2%
4213-1 · Diesel Sales	922.42	3,000.00	30.7%
4213 · Marina Fuel Revenue - Other	13.54		
Total 4213 · Marina Fuel Revenue	8,723.02	10,000.00	87.2%
4214 · Marina Power and Water Revenue	400.00	250.00	160.0%
4340 · Willow Creek Rock Sales	98,512.16	20,000.00	492.6%
4350 · Willow Creek Lease Revenue	11,162.04	0.00	100.0%
4400 · Donations/Gifts	0.00	100.00	0.0%
4500 · Miscellaneous Income	16,390.10	100.00	16,390.1%
Total GENERAL FUND RESOURCES	286,094.27	1,901,204.00	15.0%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	0.00	180,340.00	0.0%
5031 · Building Lease 11-002	38,000.00	91,200.00	41.7%
5032 · Building Lease 11-004	1,700.00	1,000.00	170.0%
5033 · Flex Bldg Lease	16,000.00	48,000.00	33.3%
5113 · Grants - Gilliam County	40,000.00	40,000.00	100.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5116 · Grants - Other	7,848.00	7,800.00	100.6%
5130 · SIP Funds	0.00	25,000.00	0.0%
5600 · Transfer from General Fund	0.00	0.00	0.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOURCES	103,548.00	394,340.00	26.3%
RESERVE FUND RESOURCES			
9000 · Reserve Fund Beginning Balance	0.00	51,650.00	0.0%
9001 · Transfer from General Fund	10,841.00	10,841.00	100.0%
9002 · Interest Earned Reserve Fund	411.90	400.00	103.0%
Total RESERVE FUND RESOURCES	11,252.90	62,891.00	17.9%
Total Income	400,895.17	2,358,435.00	17.0%
Expense			
6560 · Payroll Expenses	1.75	0.00	100.0%

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '19 - Jun 20	Budget	% of Budget
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	7,476.36	23,700.00	31.5%
6009 · Administrative Assistant	10,966.23	32,200.00	34.1%
6011 · Payroll Taxes - Staff	1,425.66	5,300.00	26.9%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	173.65	250.00	69.5%
6015 · Employee Benefits Insurance	6,334.70	26,250.00	24.1%
6016 · Employee Benefits Retirement	2,213.11	6,500.00	34.0%
Total 6000 · Personal Services - AD	28,589.71	94,700.00	30.2%
6100 · Materials and Services - AD			
6111 · Utilities	700.68	3,500.00	20.0%
6112 · Office Supplies and Equipment	1,276.45	3,000.00	42.5%
6113 · Legal Fees	2,432.50	12,000.00	20.3%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	1,124.12	3,000.00	37.5%
6115 · Dues, Subscriptions, Fees - Other	2,923.31	3,000.00	97.4%
Total 6115 · Dues, Subscriptions, Fees	4,047.43	6,000.00	67.5%
6116 · Audit, Budget, Legal Notices	7,419.00	9,000.00	82.4%
6117 · Telephone and Internet Srv.	674.39	3,000.00	22.5%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	148.66	3,000.00	5.0%
6120 · Med/SS for Commissioners	0.00	300.00	0.0%
6121 · Donations	200.00	1,000.00	20.0%
6122 · Meetings and Elections	53.54	2,000.00	2.7%
6123 · Miscellaneous - AD	130.00	200.00	65.0%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	22,833.00	0.0%
6127 · Commissioner Conference & Trave	176.06	3,000.00	5.9%
6128 · Staff Travel/Food/Lodging	229.91	500.00	46.0%
6129 · Postage	162.10	1,000.00	16.2%
6130 · Bad Debt Write Off	0.00	100.00	0.0%
Total 6100 · Materials and Services - AD	17,650.72	73,183.00	24.1%
6170 · Transfers Out of General Fund	10,841.00	10,841.00	100.0%
Total ADMINISTRATION EXPENSES	57,081.43	178,724.00	31.9%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	4,641.36	12,500.00	37.1%
6611 · Payroll Taxes	367.04	750.00	48.9%
6612 · Worker's Comp Insurance	-44.21	500.00	-8.8%
Total 6600 · Personal Services	4,964.19	13,750.00	36.1%
6620 · Materials & Services			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	151.20	1,000.00	15.1%
6623 · Comfort Station Supplies	289.42	1,800.00	16.1%
6624 · Park Electricity	179.13	1,500.00	11.9%
6625 · Pest Control / Chem & Fert.	0.00	200.00	0.0%
6626 · Insurance	0.00	2,000.00	0.0%
6627 · Park Maintenance & Supplies	706.01	2,800.00	25.2%
6628 · Miscellaneous	0.00	100.00	0.0%
6620 · Materials & Services - Other	26.84		
Total 6620 · Materials & Services	1,352.60	10,600.00	12.8%
6630 · Capital Outlay			
6635 · Grant Match Isl.Erosion Repair	0.00	229,720.00	0.0%
6634 · Grant Island Erosion Repair	0.00	346,180.00	0.0%
6631 · Park Improvements	5,125.00	200,000.00	2.6%
6632 · Engineering & Surveying	0.00	20,000.00	0.0%
Total 6630 · Capital Outlay	5,125.00	795,880.00	0.6%
Total ISLAND PARK	11,441.79	820,230.00	1.4%

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Cash Basis

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '19 - Jun 20	Budget	% of Budget
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	0.00	3,700.00	0.0%
6711 · Payroll Taxes	20.21	250.00	8.1%
6712 · Worker's Comp Insurance	-50.67	50.00	-101.3%
6700 · Personal Services - Other	257.86		
Total 6700 · Personal Services	227.40	4,000.00	5.7%
6720 · Materials & Services			
6721 · Marina Electricity	813.30	3,000.00	27.1%
6722 · OMB Repairs - 1/2 MAPS	0.00	2,000.00	0.0%
6723 · Insurance	0.00	2,500.00	0.0%
6724 · Marina Maint. & Supplies	81.94	2,500.00	3.3%
6725 · Miscellaneous	0.00	500.00	0.0%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	5,000.00	0.0%
6727-1 · Marina Gas	7,542.82	11,000.00	68.6%
6727 · Marina Fuel - Other	0.00	0.00	0.0%
Total 6727 · Marina Fuel	7,542.82	16,000.00	47.1%
Total 6720 · Materials & Services	8,438.06	26,500.00	31.8%
6730 · Capital Outlay			
6731 · Marina Improvements	0.00	0.00	0.0%
Total 6730 · Capital Outlay	0.00	0.00	0.0%
Total MARINA	8,665.46	30,500.00	28.4%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	257.86	3,000.00	8.6%
6311 · Payroll Taxes, Maintenance - RV	17.47	300.00	5.8%
6312 · Workmens Compensation - RV	212.56	200.00	106.3%
Total 6300 · Personal Services - RV	487.89	3,500.00	13.9%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	1,226.40	4,000.00	30.7%
6322 · Sanitation - RV	429.80	2,000.00	21.5%
6323 · Electricity - RV Park	2,185.85	9,000.00	24.3%
6324 · WIFI - RV	242.59	1,000.00	24.3%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	173.23	1,000.00	17.3%
6327 · Insurance - RV	0.00	1,500.00	0.0%
6328 · Misc. - RV	0.00	250.00	0.0%
6329 · Sewer	1,439.24	4,000.00	36.0%
Total 6320 · Materials & Services - RV	5,697.11	23,250.00	24.5%
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	1,000.00	45,000.00	2.2%
Total 6340 · Capital Outlay - RV	1,000.00	45,000.00	2.2%
Total RV PARK EXPENSES	7,185.00	71,750.00	10.0%
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,079.27	2,000.00	54.0%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	1,079.27	2,100.00	51.4%
6540 · Capital Outlay - WQ			
6542 · Engineering & Surveying	0.00	50,000.00	0.0%
6540 · Capital Outlay - WQ - Other	0.00	747,900.00	0.0%
Total 6540 · Capital Outlay - WQ	0.00	797,900.00	0.0%
Total WILLOW CREEK QUARRY	1,079.27	800,000.00	0.1%
Total GENERAL FUND EXPENSES	85,452.95	1,901,204.00	4.5%

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Cash Basis

PORT OF ARLINGTON **YTD Income & Expense vs. Budget** **YTD**

	Jul '19 - Jun 20	Budget	% of Budget
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	22,429.04	69,000.00	32.5%
8410-1 · Admin. Asst. 1/3	5,649.27	16,600.00	34.0%
8410-2 · Lab Technician	0.00	0.00	0.0%
8411 · Payroll Taxes	2,165.98	7,000.00	30.9%
8412 · Worker's Comp Ins.	264.30	300.00	88.1%
8413 · Employee Benefits - Insurance	7,587.70	31,100.00	24.4%
8414 · Employee Benefits - Retirement	3,369.39	10,100.00	33.4%
Total PERSONNEL SERVICES	41,465.68	134,100.00	30.9%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	1,265.93	6,000.00	21.1%
8422 · Training/Seminars/Conventions	0.00	3,000.00	0.0%
8423 · Legal Fees	2,151.00	15,000.00	14.3%
8424 · Office Supplies & Equipment	99.98	1,500.00	6.7%
8424-3 · Consultant	0.00	2,000.00	0.0%
8425 · Utilities	132.00	2,500.00	5.3%
8426 · Advertising & Marketing	9,351.30	20,000.00	46.8%
8426-1 · Dues & Subscriptions	0.00	500.00	0.0%
8426-2 · A Town Throw Down	430.00	0.00	100.0%
8427 · Telephone & Internet Service	964.15	2,500.00	38.6%
8428 · Website Develop. & Maint.	0.00	1,000.00	0.0%
8429 · Building Insurance	0.00	9,000.00	0.0%
8430 · City of Arlington Insitu Lease	7,200.00	21,600.00	33.3%
8430-1 · Feasibility Studies	0.00	1,000.00	0.0%
8430-2 · Grant Match	0.00	1,000.00	0.0%
8430-3 · Business Start Up Program	10,000.00	20,000.00	50.0%
8430-4 · Property Taxes	0.00	0.00	0.0%
8439 · Contingency	0.00	19,496.00	0.0%
Total MATERIALS AND SERVICES	31,594.36	126,096.00	25.1%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	0.00	17,000.00	0.0%
8432 · Engineering & Surveying	7,683.00	45,000.00	17.1%
8435 · Building Construction	0.00	60,000.00	0.0%
Total CAPITAL OUTLAY	7,683.00	122,000.00	6.3%
DEBT SERVICE			
8441 · Loan - Principal	3,124.75	9,533.00	32.8%
8442 · Loan - Interest	923.15	2,611.00	35.4%
Total DEBT SERVICE	4,047.90	12,144.00	33.3%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	84,790.94	394,340.00	21.5%
RESERVE FUND EXPENSES			
9500 · Repair, Maint., Grant Match	0.00	62,891.00	0.0%
Total RESERVE FUND EXPENSES	0.00	62,891.00	0.0%
Total Expense	170,245.64	2,358,435.00	7.2%
Net Ordinary Income	230,649.53	0.00	100.0%
Net Income	230,649.53	0.00	100.0%

**Regular Commission Meeting
MINUTES
Port of Arlington
October 8, 2019
5:01 p.m.
Gilliam County Courthouse
Condon, OR**

- 1. The Port of Arlington Commission meeting was called to order at 5:00 pm by President Wilson.**

Those Present: President Wilson; Commissioner Kennedy; Commissioner McGuire; Commissioner Shaffer; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Kelly Margheim; Attorney Ruben Cleaveland;

Absent: Commissioner Hunking

Audience: Lori Snyder, Kathryn Greiner, Jenny Smallfoot, Lea Shannon, Paul Jayo

- 2. Public Comment on non-agenda items-** Kathryn Greiner asked the Board who the Port entered into an agreement with for 77,000 for engineering service and related services from the Ports last meeting in September 2019. President Wilson said it is for an ongoing project the Port is putting together. Attorney Cleaveland said Kathryn would need to put in a public information request.

3. Consent Agenda:

- Approval of September 10, 2019 Commission Meeting Minutes
 - Approval of September 2019 Payables and Financials
- Commissioner McGuire moved to approve the consent agenda and Commissioner Kennedy seconded. The motion carried 3-0 .

- 4. Presidents Report:** President Wilson said Commissioner Shaffer will be running a few minutes late. President Wilson shared two letters thanking the Port. One was from Vicki Ackerman thanking the board for the small business assistance grant as it has made a huge impact for the Drive In. The second letter, from Dakota Smith thanked the Port for donating to the Gilliam County fair.

- 5. Commissioner Reports:** Nothing to report at this time

6. Small Business Assistance Grant Application:

6.1 Leah Shannon presented Pat's Pheasant Grill request for a Small Business Grant of \$5,000 to reduce their monthly lease installment for a Flavor Burst ice cream machine. The machine cost \$23,477. Leah stated that the Pheasant Grill is a viable and sustainable business in Arlington. The Pheasant and Deli employ

13 people. The Small Business Grant funds would go towards paying down the balance on the machine lowering the monthly payments. Commissioner Shaffer moved to grant \$3,000 to the Pheasant Grill. Commissioner McGuire seconded. The motion carried 4-0

6.2 Brandon and Kristen Fruitts have withdrawn their request for a Small Business Grant at this time.

7. Small Business Assistance Grant Updates:

7.1 Lori Snyder stated she has closed Lori's Place at the Hotel Condon. The overhead was very high and not sustainable long term. Lori has kept all of the equipment she purchased and has gone back to her core business - catering. She says the Port's small business assistance program was a great learning experience. She thanked the Port for the Grant and opportunity. This was Lori Snyder's last required report.

7.2 Jenny Smallfoot says A-Town Rentals has not rented any equipment to date. She discussed several difficulties she has encountered with the tax assessor's office including a property tax notice for a business not operating on January 1 and a taking of Homestead Rebate for renting out rooms in their home periodically to windmill workers even though the continued to reside in their home. The couple felt attacked by the tax office. A-Town rentals has not been able to get the Skidsteer on the rental guide as it has been in the shop. A-Town Rentals is still trying to make a go of the business and are hoping next spring the business will take off as there is still a great need for equipment rentals in Gilliam County. Nathan and Jenny are living in two counties at this time, but hope to both live full time in Gilliam County in the near future. Jennifer said she will supply her updated equipment book to Arlington Hardware, provide the online web site link, and a picture to the Port for promotional purposes. This was her second progress report.

8. Economic Development:

8.1 EDO Report

EDO Mitchell said he submitted the Port's application for a County grant of \$90,350 for Island Park water and sewer extension. Replacement of the lift station was not included in this request. The County will be reviewing the grant applications in October and make award notifications in November.

The Depot project is continues to advance. The Arlington Planning Commission approved the site plan for Railroad Avenue at their September 10th meeting. The Contractor finished up on the building plans, however, Building Code department wants an Energy Audit performed prior to submittal. The contractor thinks the building plans will be ready to submit in two weeks.

The Hanger Building is now vacant. The building has lots of possibilities for future tenants. It is 4,000 sq ft. The Board approved negotiations on the lease. President Wilson would like EDO Mitchell to make sure the building is weatherized.

Bonneville lock is now open to barge traffic. The Army Corp quickly fixed the lock gate. MCP can resume shipping grain down river by barge. Farmers were very fortunate that MCP built the new Cedar Springs Road ground pile storage facility

Pioneer CDC approved Grant for Darren Jones to remove two manufactured homes from the Columbia River Resort and RV Park. Eight or nine have been pulled out so far. Darren Jones says he is looking into placing newer mobile homes models in the park.

EDO Mitchell attended an IBM seminar in Seattle. The seminar was focused on an agnostic/hybrid cloud manager. The event offered an excellent networking opportunity.

EDO Mitchell and Commissioner Shaffer attended the Port of Morrow conference for Oregon's Public Ports. The event was very informative and hosted by the Port of Morrow.

Break for Dinner 6:08 pm
Reconvene to Regular Session at 6:40 pm

Recess to Executive Session at 7:05 pm

10. **Executive Session per ORS 192.660(2)(g): To consider preliminary negotiations involving matters of trade of commerce in which the governing body is in competition with governing bodies in other states or nations.**

Reconvene to Regular Session at 7:35 pm
No decision was made

11. Administration –

Admin. Margheim said the Port's audit is complete and should have final documents in November for the Board to review.

Meeting adjourned 7:40 pm

President Ron Wilson

V.P. Dewey Kennedy

Port Manager/ Economic Development Report

November 12, 2019

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

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

Administration

Port's audit report for 2018-2019 is complete pending approval of the Board.

Island Park and Marina

The Port has just nearly leased out all the larger boat slips. Two new vessels arrived this month. The historic Coast Guard boat "Point Adams" is back in port and a 48' Cooper Maple Leaf Sailing Vessel now call the Port of Arlington home.

Fuel Sales were about the same as last year to date for gasoline, \$12,772 (2019) vs \$12,334 (2018). The Port, however, did serve 15% more customers – 349 vs 305 during the same period. Diesel fuel sales were lower this year serving the same number of customers. The Port did not get an opportunity to fuel any cruise ships this year as we did last year.

Railroad Avenue

The Watco project has been submitted to building codes and awaits their building permit. The wait time is from 4 to 6 weeks for a permit. The builder will break ground as soon as permit is issued.

Economic Development

Water has been a very big topic around the state, lately. Staff attended several meetings where the central topic revolved around water - water infrastructure, water visioning, and water planning. At the first annual Business Oregon Infrastructure Conference, water infrastructure was a huge topic. Oregon is preparing 100-year Water Vision and is holding community conversations on topic around the state. Port attend the session held in La Grande. Lastly, Gilliam County Soil and Water Conservation district is deep into a planning study of the Lower John Day Basin. The latest draft, Step 3, is now available for review on line and at the Soil and water office in Condon.

Food production in the next 30 years will need to increase 70 percent to meet the world's growing population demand. There will be 9.1 billion people on the planet by 2050 (see FAO "How to Feed the World in 2050"). Developing countries, FAO estimates, will need to double net imports of cereals in 2050 from today's levels, from 135 to 300 million metric tones. Can current production growth levels be

sustained without increasing available farmland? Does Oregon have enough crop ground to meet the challenge? Does Oregon need to develop more water infrastructure to supply this increased production need, to defend against climate variability, periods of low rainfall, and meeting crops needs?

Where does Gilliam County fit into the production mix? Where can Gilliam County farmers obtain more reliable water supply for its irrigators? Do farmers continue to rely on ground water or surface water? The Lower John Day Place Based Planning committee is nearing a point where the group will begin to look at solutions after spending considerable time accessing the water basin. OWRD data indicates that 518,000 acre-feet of water is "available for storage" from the Lower John Day. Can our farmers gain access to this potential water source? Storage has potential to reduce flooding during peak flows (water capture) and increase irrigation use and river flows during summer season (water release).

There is a concerted effort in Oregon to better understand water sources, uses, and planning for current and future needs for all water users. However, the State has a total lack a vision on its' food supply systems and how the State envisions our farmers and rancher's meeting the production needs of a growing population. Food does not grow at Safeway. Our farmers are often taken for granted and they should not be. Farmers are stressed at many levels with increased regulations, changing world markets, adapting to climate variations, labor shortages, lack of reliable water supply, succession planning, etc. Topping off the challenges, the average age of farmers in nearly 60 years. Will farmers continue to produce food for us in abundance? This trend may not continue into the future without serious long-term planning by the State.

Ports, including the Port of Arlington, can assist with many facets of the food system particularly in providing industrial land and facilities for processing and infrastructure for multi-modal transportation linkages.

Up Coming Dates:

- November 1 – Annual Gorge Economic Summit, The Dalles
Fern Burton's Retirement – Health District, 3 p.m.
- November 7 - Safety Meeting – Port Office
- November 9 - Lights in the Park work day
- November 11- Veterans Day – Port office closed
- November 12- Port Board Meeting
- November 14- Technical Workshop 100-year water vision
- November 20- Lower John Day work session, 10 a.m. Fossil
- November 21- Oregon Public Ports – Quarterly meeting, Salem 10 a.m. – 2 p.m.
- November 25- Arlington Chamber meeting, 6:30 p.m.
- November 28- Thanksgiving – Port offices closed.



Port of Arlington

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

October 18, 2019

 **COPY**

Office of the Secretary of State
Audits Division
255 Capitol St. NE, Suite #500
Salem, OR 97310

Plan of Action for Port of Arlington

Port of Arlington respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2019. The audit was completed by the independent auditing firm Solutions CPAs PC, John Day, Oregon.

The deficiencies are discussed below with the Action Plan listed for each.

1. Significant Deficiency - Segregation of Duties

Criteria: Custody, recording, and authorization functions should be segregated among different personnel over each significant transaction cycle when possible to provide adequate internal control for the prevention, detection, and correction of error or fraud.

Condition: Our evaluation of the port's internal control structure disclosed that the port does not have adequate segregation of duties. Accounting duties for main transaction cycles are concentrated on one individual which result in incompatible functions to provide proper segregation of duties.

Cause: The number of port employees has been limited due to the size and financial resources of the port.

Effect: Without separation of critical duties, accounting errors or fraud may not be prevented, detected, or corrected in a timely manner.

Recommendations: We acknowledge that a complete separation of duties (such as treasury functions from accounting functions) is not possible due to staffing limitations. We recommend, however, that management review accounting positions and functions to identify specific duties that could be separated among the available personnel to achieve the strongest control possible under the circumstances.

Action Plan: Management understands the importance of segregation of duties and the need to address these matters in an informed, cost-beneficial way. As a result of our cost-benefit analysis we have determined the value of incurring the additional expense of hiring a staff person in order to provide additional segregation of duties does not justify the cost. We will however review our processes and attempt to identify ways to involve other employees and commissioners in order to improve our segregation. We accept the auditor's recommendations and will attempt to implement in a timely manner.

2. Material Weakness - Financial Statement Preparation

Criteria: The financial statements are the responsibility of the port's management, including the prevention or detection of material misstatements in the presentation and disclosure of the financial statements. Non-attest services performed by the auditor in the preparation of the financial statements cannot be considered compensating controls.

Condition: The port engages their auditors to provide non-attest services for the preparation of its financial statements. Although common for municipalities the size of the port, this condition represents a control deficiency over the financial reporting process that is required to be reported under professional standards as long as management makes all financial reporting decisions, and accepts responsibility for the content of the financial statements. However, those activities performed by the auditor are not a substitute for, or extension of, internal controls over the preparation of the financial statements in accordance with generally accepted accounting principles (GAAP).

Cause: The port's accounting personnel do not possess the advanced training that would provide the expertise necessary to prepare the financial statements and related notes in accordance with GAAP, and therefore may not be able to prevent or detect a material misstatement in the preparation and disclosure of the financial statements. Misstatements in financial statements may include not only misstated financial amounts, but also the omission of disclosures required by GAAP.

Effect: Material misstatement in the preparation and disclosure of the financial statements in accordance with GAAP may not be prevented or detected. Misstatements in financial statements include not only misstated dollar amounts, but also the omission of disclosures required under GAAP.

Recommendations: We understand that it may not be practical to acquire or allocate the internal resources to perform all of the controls necessary over financial reporting. However, management (including the board) should mitigate this deficiency by keeping informed about the port's internal controls, performing supervisory reviews, studying the financial statements and related footnote disclosures, and understanding its responsibility for the financial statements as a whole.

Action Plan: We understand the importance of risk management and the need to address risks in an informed, cost-beneficial way. As a result of our cost-benefit analysis we have determined the value of incurring the additional expense of hiring a staff person or another firm to prepare our financial statements does not justify the cost. We accept the auditor's recommendations and will attempt to implement in a timely manner.

Approved by Board of Commissioners on _____.

Ron Wilson
Board President