



**Meeting Notice**

**Thursday, March 14, 2024, at 5:00 pm**

**Location: City of Condon**

**128 S. Main Street, Condon, OR**

Join Zoom Meeting

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

Meeting ID: 953 785 4875

+16699006833,,85648511236# US (San Jose)

+12532158782,,85648511236# US (Tacoma)

**Regular Commission Meeting Agenda**

**Thursday, March 14, 2024**

- 1. Call Meeting to Order**
- 2. Public Comment on Non-Agenda Items**
- 3. Consent Agenda:**
  - A. Approve Regular Meeting Minutes for February 15, 2024
  - B. Approve February 2024 Accounts Payable and Financials
- 4. Brad Baird**
  - 4.1 Columbia River Pump Station Location
  - 4.2 Questions about Fill on Peninsula
  - 4.3 Design Discussion for Alkali Ridge Subdivision
- 5. Director Report**
  - 5.1 Alkali Ridge – \$1,122,647 Capital Grant Award received from Gilliam County
  - 5.2 Condon Airport Grant Application to Connect Oregon – \$402,850 Requested
  - 5.3 Marina Walkway Paving – China Creek Construction, \$37,811 Bid
  - 5.4 Willow Creek Industrial Plan – Kickoff Meeting held by Points Consulting
  - 5.5 Leases – Quarry, Insitu Building, River's Edge
  - 5.6 Legal Counsel Replacement & Transition – Letters of Interest Received
  - 5.7 Title and Job Description Change Discussion
- 6. President Report**
- 7. Commissioner Reports**
- 8. Executive Session, ORS 192.660(2)(e):** To conduct deliberations with the persons designated by governing body to negotiate real property transactions (*Placeholder*).
- 9. Decision or deliberations on Real Estate Transactions** (*Placeholder*).
- 10. Adjourn Meeting**

**Port of Arlington Environmental Sentry Corp Meeting**

March 14, 2024 immediately following Port Meeting

**Agenda:**

- 1. Call Meeting to Order**
- 2. Approve Minutes**
- 3. Public Comment**
- 4. Condon Grade School – Total Cost Estimates, \$10-13M:**
  - A. Preliminary Environmental Studies, \$91,000 (\$85,000 State Brownfield Funded)
  - B. Remediation / Abatement, \$780,000 (EPA-submitted grant, Results due in May)
  - C. Redevelopment
    1. Structural Upgrades
    2. Architectural Conceptual Use
    3. Remodeling Construction Work
- 5. Adjournment**

**Regular Commission Meeting**  
**February 15, 2024, MINUTES**  
**4:00PM**  
**Port Office, 100 Island Park Rd., Arlington, OR**

**1. The Port of Arlington Commission meeting was called to order at pm by.**

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

**Absent:** Kathryn Greiner

**Audience:** Brad Anderson, Pat Shannon, and Anna Cavaleri (via zoom)

**2. Public Comment-**

Pat Shannon wanted to comment on the atmosphere that is at the meetings currently going on in county court. He asked for opinions on matters that are happening and welcomed all thoughts. He is encouraging and wants to have discussions with Gilliam County residents. This way he knows how to proceed. He has his feelings and opinions but overall wants public input to help guide him through the rest of this process.

**3. Consent Agenda**

**3.1. Approve Regular Meeting Minutes for January 11, 2024**

**3.2. Approve January 2024 Accounts Payable and Financials**

**Motion: Wilson moved, and Krebs seconded approval of the consent Agenda as it appears. Motion passed unanimously.**

**4. Director Report**

**4.1. Alkali Ridge**

Crowther advised partitions were approved January 25<sup>th</sup>, and the county survey expects to have it finished this week so the document can be recorded. Once it's recorded then the port can list the parcel with the house and shop on it for sale. He submitted a grant to the county for approximately \$1.5 million to help with infrastructure, and it should be reviewed next week. He wanted to express his appreciation for the help Anderson and Perry have given. Brad gave an overview of the planning/engineering process and how it would work with the bid packet they will put together for the Port to give contractors. He explained the fees that are associated with his package that they are building for the Port, so we are able to publicly advertise to companies to start the project. He stated different ways the port can modify the plan, whether it's one phase or if the port needs to do phase out the project.

**Motion: Wilson moved, and Wilkins seconded to approve engineering agreement for the Alkali Ridge subdivision with Anderson Perry & Associates, Inc. in the amount of \$73,000. Motion passed unanimously.**

**4.2. Legal Counsel Replacement/Transition Process**

Discussion started in January in regard to Ruben Cleaveland being both the Port of Arlington and City of Arlington attorney, and the potentials conflicts we will start facing because of that. Cleaveland knows there are multiple projects that the city and Port will be involved in moving

forward, and he thinks the separation would be in the best interest for both entities and himself personally. He wants to help with the transition as much as he can and thinks this should be as smooth as possible. He doesn't usually keep original records but will keep what he has in the cloud. He made a recommendation to the Port for a potential new attorney; Anna Cavaleri, with Jaques sharp. He has a lot of respect for her, and highly recommends her, in the past she has represented the Port of Hood River, so she has experience with Ports. The commissioners wanted to thank him for all his help, and his time with the Port of Arlington. Jed confirmed he did contact two other firms in addition to Cleaveland recommendation. He has requested letters of interest to be turned in by March 1, to give them time to research the Port and see if we are a client they would want to represent. This is a process that does not have to be published, it can be a direct appointment by the board.

#### **4.3. Correcting resolutions**

At the last board meeting in January the board approved resolution 2024-156 which was an incorrect resolution number, so Crowther is asking to acknowledge and correct that error today.

**Motion: Wilkins moved, and Krebs seconded to correct adopted Resolution 2024-156 to amend as Resolution 2024-161. Motion passed unanimously.**

#### **4.4. Budget Process**

On track for the budget process. Questions about if budget officer needs a motion, or an appointment by president. Cleaveland stated it can be approved by motion, but the President can just appoint if she sees fit. We followed previous pattern, of calling the unexpired term members who all agreed to continue on. Denise ball was expired but agreed to continue on for another term, and April Aamodt agreed to fill the open position, that were both published in the paper. President Leah Shannon appointed Denise Ball and Aprill Aamodt in the open Budget committee positions and appointed Kayla Rayburn as the 2024 Budget Officer.

#### **4.5. Willow Creek Industrial Plan**

Crowther published an RFP for the Willow Creek Industrial site feasibility plan for the grant from Business Oregon. He was unable to get any response from the RFP, but contacted 7 companies to see if they were interested in submitting a proposal. There was only submittal received for the project by Points Consulting. Business Oregon received the submittal, and they RFP that was posted.

**Motion: Wilson moved, and Krebs seconded to approve consultant Agreement with Point Consulting in the amount of \$49,784 for the Willow Creek Industrial site Feasibility Plan. Motion passed unanimously.**

#### **4.6. Marina**

The sunken boat in the Marina on January 24, 2024, has been removed and cleanup finished. Multiple state agencies were involved in the effort, and the whole process was led by DEQ. The boat was removed by FDS Marine who was contracted by the boat owner Lynda Davis. Still waiting for a clean marina small grant from the Oregon state marina board. President Shannon asked if there was an emergency response plan in place, Crowther would check into that.

#### **4.7. Temporary Facility for Sheriff Office at Gronquist Building**

The sheriff's office needed an emergency room on short notice due to a water leak in their current building. Ruben was able to provide a simple lease agreement that the county was able to act on to get the sheriffs into the Gronquist building Room number 2 on a short notice.

**Motion: Wilkins moved, and Krebs seconded to approve commercial building lease with Gilliam County in room 2 of the lower Gronquist building for the Sherrif's office, at \$900 per month plus \$125 per month for utilities. Motion passed unanimously.**

#### **4.8. Condon Airport Grant Application**

Is a state-owned emergency airport. Kathryn Greiner put together a grant with Connect Oregon for funding to help with the Condon State Airport. The port would be the applicant, and the state would be the operator/manage the operation of the fuel on site. If they can obtain a grant, then there would be an agreement between the port and state. The Port would be the facilitator, but the state would be the operator. During the 2023 budgeting process the Port had already set aside \$15,000 for the Condon airport to help with water, but it could be dedicated to the fueling project instead since water is not required to have a fueling station out there like originally thought.

**Motion: Wison moved, and Wilkins seconded to approve Port resolution 2024-163 to submit Connect Oregon Grant application. Motion passed unanimously.**

#### **4.9. Maintenance**

In the cold weather spell the water lines froze in the RV/Marina section, causing the backflow valve to break again. While Devco waited for parts to repair the backflow valve, the tenants were a week to 10 days without water to the RV sites. Crowther authorized \$100 credit to each tenant of the RV park for the inconvenience of no water for an extended period. There was an HVAC leak in the roof of the ceiling at the Gronquist building, the unit needed to be defrosted from overuse during the extreme cold, but no damage or repairs were needed. The Proctor site needed fuses and valves replaced/capped off due to water line breaks from freezing. SME had to come out to repair both fuel pumps. One pump needed a new board, while the other needed a new card reader.

#### **5. Presidents Report, Leah Shannon**

Shannon stated she attended the SDAO Annual Conference in Seaside OR this year. There was a variety of sessions to attend, and it was very informative. There were several very helpful talks, and she appreciates being able to go. She advised CDCC is moving forward with the two duplexes at the Condon baseball field. There are potentially 11 new units being built at Condon.

#### **6. Commissioner Reports**

- 6.1. Gibb Wilkins-working with Livermore and associates with the design plans on the Old Condon Grade school and what it could become. The baseball field properties have all been sold and development should be started in the spring.
- 6.2. Ron Wilson-nothing to report.
- 6.3. Kip Krebs- Asked if the Port was still interested in participating in parades, both in Condon and Arlington. He was also thinking of a sign at the Condon grade school saying what the project is, and other signage around places to inform the county of the Ports endeavors would help to bring awareness around the county about the Port's projects.

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

**Shannon Opened Executive Session ORS 129.660(2)(e) at 5:00pm**

**Shannon Adjourned Executive Session at 5:27pm**

During the Executive Session there were no formal decisions made.

#### **8. Adjourn Meeting**

**President Shannone adjourned The Regular Commissions meeting at 5:27pm.**

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President Leah Shannon

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Vice President Ron Wilson

PORT OF ARLINGTON

Transaction List with Splits

February 2024

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
1001	Bank of E/O - Checking						
02/01/2024	Check	EFT	Yes	Oregon Department of Revenue	employee taxes	1001 Bank of E/O - Checking 6011 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Payroll Taxes - Staff	-242.38 242.38
02/01/2024	Bill Payment (Check)	10297	Yes	The Times-Journal		1001 Bank of E/O - Checking 2000 Accounts Payable	-57.00 -57.00
02/01/2024	Bill Payment (Check)	10298	Yes	VanKoten & Cleaveland LLC		1001 Bank of E/O - Checking 2000 Accounts Payable	-42.00 -42.00
02/01/2024	Bill Payment (Check)	10284	Yes	Bank of Eastern Oregon - VISA		1001 Bank of E/O - Checking 2000 Accounts Payable	-464.67 -464.67
02/01/2024	Bill Payment (Check)	10288	Yes	EO Media Group		1001 Bank of E/O - Checking 2000 Accounts Payable	-36.75 -36.75
02/01/2024	Bill Payment (Check)	10292	Yes	Knerr		1001 Bank of E/O - Checking 2000 Accounts Payable	-266.44 -266.44
02/01/2024	Bill Payment (Check)	10293	Yes	Maul Foster Alongi		1001 Bank of E/O - Checking 2000 Accounts Payable	- 12,409.50 12,409.50
02/01/2024	Bill Payment (Check)	10294	Yes	Oregon Frontier Chamber		1001 Bank of E/O - Checking 2000 Accounts Payable	-100.00 -100.00
02/01/2024	Bill Payment (Check)	10295	Yes	Pacific Fire		1001 Bank of E/O - Checking 2000 Accounts Payable	-162.00 -162.00
02/01/2024	Bill Payment (Check)	10299	Yes	VanKoten & Cleaveland LLC		1001 Bank of E/O - Checking 2000 Accounts Payable	-168.00 -168.00
02/22/2024	Bill Payment (Check)	10300	Yes	Arlington Hardware Guns and Ammo LLC		1001 Bank of E/O - Checking 2000 Accounts Payable	-214.10 -214.10
02/22/2024	Bill Payment (Check)	10301	Yes	Arlington T.V. Coop		1001 Bank of E/O - Checking 2000 Accounts Payable	-306.50 -306.50
02/22/2024	Bill Payment (Check)	10302	Yes	Blue Mountain Networks		1001 Bank of E/O - Checking 2000 Accounts Payable	-42.50 -42.50
02/22/2024	Bill Payment (Check)	10303	Yes	City of Arlington-Utilities		1001 Bank of E/O - Checking 2000 Accounts Payable	-1,252.95 -1,252.95
02/22/2024	Bill Payment (Check)	10304	Yes	Community Renewable Energy Association		1001 Bank of E/O - Checking 2000 Accounts Payable	-500.00 -500.00
02/22/2024	Bill Payment (Check)	10305	Yes	H2Oregon		1001 Bank of E/O - Checking 2000 Accounts Payable	-31.62 -31.62
02/22/2024	Bill Payment (Check)	10306	Yes	Hughes Network System, LLC		1001 Bank of E/O - Checking 2000 Accounts Payable	-189.96 -189.96
02/22/2024	Bill Payment (Check)	10307	Yes	Loop Net		1001 Bank of E/O - Checking 2000 Accounts Payable	-79.00 -79.00
02/22/2024	Bill Payment (Check)	10308	Yes	SDIS		1001 Bank of E/O - Checking 2000 Accounts Payable	- 33,213.64 -

PORT OF ARLINGTON

Transaction List with Splits

February 2024

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
							39,213.64
02/22/2024	Bill Payment (Check)	10309	Yes	Devco Mechanical, Inc.		1001 Bank of E/O - Checking	-938.02
						2000 Accounts Payable	-938.02
02/22/2024	Bill Payment (Check)	10310	Yes	Pye Barker Fire & Safety, LLC		1001 Bank of E/O - Checking	-395.00
						2000 Accounts Payable	-395.00
2000 Accounts Payable							
02/01/2024	Bill		Yes	Pacific Fire	Jan, Feb, Mar. Fire Alarm Monitoring (Jan, Feb Mar)	2000 Accounts Payable 8531 Gronquist Fund Expences:Materials and Services:Alarm Monitoring	162.00 162.00
02/01/2024	Bill		Yes	EO Media Group	Willowcreek RFP	2000 Accounts Payable 6525 GENERAL FUND EXPENSES:WILLOW CREEK QUARRY:Materials & Services - WQ:Contractual Services	36.75 36.75
02/01/2024	Bill		Yes	The Times-Journal	Legal Notices-Budget willow creek rfp	2000 Accounts Payable 6525 GENERAL FUND EXPENSES:WILLOW CREEK QUARRY:Materials & Services - WQ:Contractual Services	21.00 21.00
02/01/2024	Bill		Yes	SDIS	03-0016161 Jed James Kayla	2000 Accounts Payable 6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits Insurance 6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits Insurance 6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits Insurance	7,421.64 3,150.71 1,120.22 3,150.71
02/01/2024	Bill		Yes	Knerr	Invoice: 22-129-1 new door handle on the Gronquist Kitchen door	2000 Accounts Payable 85230 Gronquist Fund Expences:Materials and Services:Building Maintenance	266.44 266.44
02/01/2024	Bill		Yes	Maul Foster Alongi	Condon Grade School-Livermore Architecture & Engineering, Inc.	2000 Accounts Payable 8600 Environ. Sentry Corp. Projects	5,010.00 5,010.00
02/01/2024	Bill		Yes	Maul Foster Alongi	Condon Grade School-HBM data Gaps Evaluation, Structural Data Gaps Evaluation, Additional Services	2000 Accounts Payable 8600 Environ. Sentry Corp. Projects	7,399.50 7,399.50
02/01/2024	Bill		Yes	VanKoten & Cleaveland LLC	discussions regarding Proctor Property lease purchase work with gilliam county attorney regarding port district positions	2000 Accounts Payable 8423 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Legal Fees 6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	168.00 105.00 63.00
02/01/2024	Bill		Yes	Oregon Frontier Chamber	Annual Membership dues	2000 Accounts Payable 6115 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Dues, Subscriptions, Fees	100.00 100.00
02/01/2024	Bill		Yes	Bank of Eastern Oregon - VISA	visa	2000 Accounts Payable 6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	464.67 464.67
02/19/2024	Bill		Yes	SDIS	liability insurance-Island Park Insurance-Marina Insurance-RV Insurance-Gronquist Insurance-Insitu/equipment/vehicle/ect.	2000 Accounts Payable 6626 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Insurance 6723 GENERAL FUND EXPENSES:MARINA:Materials & Services:Insurance 6327 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Insurance - RV 8524 Gronquist Fund Expences:Materials and Services:Insurance - Treasurer Bond 8429 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Building Insurance	25,792.00 2,500.00 2,700.00 2,000.00 4,000.00 14,592.00
02/19/2024	Bill		Yes	Hughes Network System, LLC	Current pmt- subscriptions	2000 Accounts Payable 6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.	189.96 189.96
02/19/2024	Bill		Yes	Loop Net		2000 Accounts Payable	79.00

PORT OF ARLINGTON

Transaction List with Splits

February 2024

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					advertisement	8426 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Advertising & Marketing	79.00
02/19/2024	Bill		Yes	City of Arlington-Utilities		2000 Accounts Payable	1,252.95
					RV-water	6321 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Water Fees - RV	254.64
					RV-Sewer	6329 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sewer	279.31
					Rv-Sanitation	6322 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sanitation - RV	125.00
					Gronquist utilities	8521 Gronquist Fund Expences:Materials and Services:Utilities	246.00
					Admin utilities	6111 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Utilities	110.00
					Island Park utilities	6622 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Sanitation	
					Insitue/Hanger Building	8425 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Utilities	48.00
					proctor house/shop (includes partial back billing because of set up error)	8431 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Land Improvements/Development	190.00
02/19/2024	Bill		Yes	Community Renewable Energy Association		2000 Accounts Payable	500.00
					CREA membership dues	8426-1 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Dues & Subscriptions	500.00
02/19/2024	Bill		Yes	SDIS		2000 Accounts Payable	7,421.64
					Crowther	6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits Insurance	3,150.71
					Metzker	6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits Insurance	1,120.22
					Rayburn	6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits Insurance	3,150.71
02/19/2024	Bill		Yes	H2Oregon		2000 Accounts Payable	31.62
					Water cooler/refills water/cooler rentals	6122 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Meetings and Elections	31.62
02/19/2024	Bill		Yes	Blue Mountain Networks		2000 Accounts Payable	42.50
					email account/number forward	6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.	42.50
02/19/2024	Bill		Yes	Arlington T.V. Coop		2000 Accounts Payable	306.50
					Gronquist Bldg	8527 Gronquist Fund Expences:Materials and Services:Telephone and Internet	64.00
					Phone Services 3 lines & phones	6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.	112.50
					Business Internet	6324 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:WIFI - RV	130.00
02/19/2024	Bill		Yes	Arlington Hardware Guns and Ammo LLC		2000 Accounts Payable	214.10
					garbage bags	6623 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Comfort Station Supplies	18.98
					electric heaters	6627 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Park Maintenance & Supplies	103.97
					HDMI cable	6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	22.59
					pvc caps to fic water pip break	8431 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Land Improvements/Development	23.35
					bootchains	6627 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Park Maintenance & Supplies	27.99
					icemelt for docks	6724 GENERAL FUND EXPENSES:MARINA:Materials & Services:Marina Maint. & Supplies	17.22
02/27/2024	Bill		Yes	Devco Mechanical, Inc.	Down Payment for Backflow Preventer Backflow repair after winter freeze	2000 Accounts Payable	938.02
						6724 GENERAL FUND EXPENSES:MARINA:Materials & Services:Marina Maint. & Supplies	938.02
02/27/2024	Bill		Yes	Pye Barker Fire & Safety, LLC		2000 Accounts Payable	395.00
					dispatch and compliance system report	8529 Gronquist Fund Expences:Materials and Services:Fire Suppression System Inspec	395.00

# PORT OF ARLINGTON

## Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
<b>Income</b>				
5000 ECONOMIC DEVELOP FUND RESOURCES	77.62			0.02 %
5031 Building Lease 11-002		162,838.78	-100.00 %	
5032 Building Lease 11-004		7,500.00	-100.00 %	
5033 Flex Bldg Lease	24,500.00	37,250.00	-34.23 %	5.59 %
5034 Taxes Collected for Triple Net	4,620.00	7,790.00	-40.69 %	1.05 %
<b>Total 5000 ECONOMIC DEVELOP FUND RESOURCES</b>	<b>29,197.62</b>	<b>215,378.78</b>	<b>-86.44 %</b>	<b>6.66 %</b>
<b>5200 Gronquist Resources</b>				
5203 Shannon Lease		15,750.00	-100.00 %	
5203-1 Richter Lease	9,750.00	9,000.00	8.33 %	2.22 %
5203-3 Richter's Property taxes	1,500.00	2,500.00	-40.00 %	0.34 %
5204 Colimbia Room Rental	490.00	790.00	-37.97 %	0.11 %
5211 Office Space Lease #2		8,200.00	-100.00 %	
5212 Office Space Lease #3		12,750.00	-100.00 %	
5213 Office Space #4	4,100.00			0.94 %
<b>Total 5200 Gronquist Resources</b>	<b>15,840.00</b>	<b>48,990.00</b>	<b>-67.67 %</b>	<b>3.61 %</b>
<b>GENERAL FUND RESOURCES</b>				
4010 Taxes-Current	1,690.74	1,228.63	37.61 %	0.39 %
4011 Taxes-Prior	143,333.60	144,230.08	-0.62 %	32.69 %
4020 Interest - NOW Checking	101.73	380.74	-73.28 %	0.02 %
4021 Interest - Best A/C	2,191.59	2,637.57	-16.91 %	0.50 %
4022 Interest - LGIP A/C	10,787.81	28,975.63	-62.77 %	2.46 %
4030 Land Rental		1,650.00	-100.00 %	
4040 Management Fees		200.00	-100.00 %	
4050 Grain Elevator Lease Pymt	122,013.60	118,459.81	3.00 %	27.83 %
<b>4110 Grants Income</b>				
4113 Gilliam County Grant	11,250.00	15,375.00	-26.83 %	2.57 %
<b>Total 4110 Grants Income</b>	<b>11,250.00</b>	<b>15,375.00</b>	<b>-26.83 %</b>	<b>2.57 %</b>
<b>4211 RV Park Revenues</b>				
4130 SIP Funds	37,854.92			8.63 %
4210 Marina Revenue	6,813.00	11,938.99	-42.93 %	1.55 %
4211 RV Park Revenues		266.22	-100.00 %	
4211-1 RV Park Monthly Rent	17,365.12	42,705.00	-59.34 %	3.96 %
4211-2 RV Park Weekly Rent	3,720.00	6,400.00	-41.88 %	0.85 %
4211-3 RV Park Daily Rent	7,255.00	6,827.00	6.27 %	1.65 %
4211-4 RV Park Dry Camp	4,971.00	13,965.00	-64.40 %	1.13 %
<b>Total 4211 RV Park Revenues</b>	<b>33,311.12</b>	<b>70,163.22</b>	<b>-52.52 %</b>	<b>7.60 %</b>



# PORT OF ARLINGTON

## Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
4213 Marina Fuel Revenue	10,918.81	18,862.37	-42.11 %	2.49 %
4213-1 Diesel Sales	6,859.16	1,189.21	476.78 %	1.56 %
4213-2 Gasoline Sales		787.54	-100.00 %	
<b>Total 4213 Marina Fuel Revenue</b>	<b>17,777.97</b>	<b>20,839.12</b>	<b>-14.69 %</b>	<b>4.06 %</b>
4214 Marina Power and Water Revenue	400.00	1,016.25	-60.64 %	0.09 %
4215 Shower	270.00			0.06 %
4350 Willow Creek Lease Revenue		5,000.00	-100.00 %	
4400 Donations/Gifts		30.00	-100.00 %	
4211-6 shower Donation	76.00	315.84	-75.94 %	0.02 %
<b>Total 4400 Donations/Gifts</b>	<b>76.00</b>	<b>345.84</b>	<b>-78.02 %</b>	<b>0.02 %</b>
4500 Miscellaneous Income	3,592.72	1,331.50	169.83 %	0.82 %
Beginning Fund Balance		38,043.20	-100.00 %	
<b>Total GENERAL FUND RESOURCES</b>	<b>391,464.80</b>	<b>461,815.58</b>	<b>-15.23 %</b>	<b>89.29 %</b>
RESERVE FUND RESOURCES				
9002 Interest Earned Reserve Fund	1,898.48	2,284.80	-16.91 %	0.43 %
<b>Total RESERVE FUND RESOURCES</b>	<b>1,898.48</b>	<b>2,284.80</b>	<b>-16.91 %</b>	<b>0.43 %</b>
<b>Total Income</b>	<b>\$438,400.90</b>	<b>\$728,469.16</b>	<b>-39.82 %</b>	<b>100.00 %</b>
GROSS PROFIT	<b>\$438,400.90</b>	<b>\$728,469.16</b>	<b>-39.82 %</b>	<b>100.00 %</b>
Expenses				
6560 Payroll Expenses	214.00	228,273.89	-99.91 %	0.05 %
Company Contributions				
Health Insurance	53,829.52	6,728.69	700.00 %	12.28 %
Retirement	28,525.17	1,832.33	1,456.77 %	6.51 %
<b>Total Company Contributions</b>	<b>82,354.69</b>	<b>8,561.02</b>	<b>861.97 %</b>	<b>18.79 %</b>
Taxes	9,926.15	1,173.09	746.15 %	2.26 %
Wages	129,193.04	15,269.38	746.09 %	29.47 %
<b>Total 6560 Payroll Expenses</b>	<b>221,687.88</b>	<b>253,277.38</b>	<b>-12.47 %</b>	<b>50.57 %</b>
8400 ECON.DEVELOP.FUND EXPENSES				
CAPITAL OUTLAY				
8431 Land Improvements/Development	833.18	801,036.24	-99.90 %	0.19 %
8432 Engineering & Surveying	9,834.50	5,769.00	70.47 %	2.24 %
8435 Building Projects/Tenant Improv	4,514.61	11,882.00	-62.00 %	1.03 %
<b>Total CAPITAL OUTLAY</b>	<b>15,182.29</b>	<b>818,687.24</b>	<b>-98.15 %</b>	<b>3.46 %</b>
DEBT SERVICE				
8441 Loan - Principal	4,220.55	9,715.20	-56.56 %	0.96 %
8442 Loan - Interest	839.45	2,428.80	-65.44 %	0.19 %
<b>Total DEBT SERVICE</b>	<b>5,060.00</b>	<b>12,144.00</b>	<b>-58.33 %</b>	<b>1.15 %</b>

# PORT OF ARLINGTON

## Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
<b>MATERIALS AND SERVICES</b>				
8423 Legal Fees	1,638.00	1,470.00	11.43 %	0.37 %
8424 Office Supplies & Equipment	63.92	284.69	-77.55 %	0.01 %
8424-3 Consultant	6,000.00	12,000.00	-50.00 %	1.37 %
8425 Utilities	2,373.07	417.00	469.08 %	0.54 %
8426 Advertising & Marketing	2,187.14	1,146.00	90.85 %	0.50 %
8426-1 Dues & Subscriptions	500.00	300.00	66.67 %	0.11 %
8429 Building Insurance	14,592.00	14,283.00	2.16 %	3.33 %
8430 City of Arlington Insitu Lease		3,600.00	-100.00 %	
8430-4 Property Taxes	19,181.53	22,575.26	-15.03 %	4.38 %
<b>Total MATERIALS AND SERVICES</b>	<b>46,535.66</b>	<b>56,075.95</b>	<b>-17.01 %</b>	<b>10.61 %</b>
<b>PERSONNEL SERVICES</b>				
8410 Officer		7,583.32	-100.00 %	
<b>Total PERSONNEL SERVICES</b>		<b>7,583.32</b>	<b>-100.00 %</b>	
<b>Total 8400 ECON.DEVELOP.FUND EXPENSES</b>	<b>66,777.95</b>	<b>894,490.51</b>	<b>-92.53 %</b>	<b>15.23 %</b>
<b>8500 Gronquist Fund Expences</b>				
<b>GRONQUIST CAPITOL OUTLAY</b>				
8633 Grant Match Gilliam County		7,200.00	-100.00 %	
<b>Total GRONQUIST CAPITOL OUTLAY</b>		<b>7,200.00</b>	<b>-100.00 %</b>	
<b>Materials and Services</b>				
8521 Utilities	8,269.94	11,899.32	-30.50 %	1.89 %
8521-1 Credit Card Fees		16.69	-100.00 %	
8522 Office Supplies and Equipment	211.59	1,123.15	-81.16 %	0.05 %
8523 Legal Fees	63.00	966.00	-93.48 %	0.01 %
85230 Building Maintenance	1,841.44	5,533.12	-66.72 %	0.42 %
8524 Insurance - Treasurer Bond	4,000.00			0.91 %
8525 Dues / Subscriptions / Fees	75.00	151.10	-50.36 %	0.02 %
8527 Telephone and Internet	512.00	768.00	-33.33 %	0.12 %
8528 Supplies	7.96	505.45	-98.43 %	0.00 %
8529 Fire Suppression System Inspec	1,004.67	868.23	15.71 %	0.23 %
8531 Alarm Monitoring	486.00	648.00	-25.00 %	0.11 %
8532 Pest Control / Fertilizer		396.48	-100.00 %	
8536 Property Taxes	5,972.40			1.36 %
8539 Misc	40.00			0.01 %
<b>Total Materials and Services</b>	<b>22,484.00</b>	<b>22,875.54</b>	<b>-1.71 %</b>	<b>5.13 %</b>
<b>Personnel Services</b>				
8510-3 Maintenance	183.81	2,287.44	-91.96 %	0.04 %
<b>Total Personnel Services</b>	<b>183.81</b>	<b>2,287.44</b>	<b>-91.96 %</b>	<b>0.04 %</b>
<b>Total 8500 Gronquist Fund Expences</b>	<b>22,667.81</b>	<b>32,362.98</b>	<b>-29.96 %</b>	<b>5.17 %</b>

# PORT OF ARLINGTON

## Profit and Loss

July 2023 - June 2024

TOTAL				
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
GENERAL FUND EXPENSES		439.06	-100.00 %	
ADMINISTRATION EXPENSES		1,794.25	-100.00 %	
6000 Personal Services - AD	1,854.00	10,577.41	-82.47 %	0.42 %
6008 Port Manager		7,630.62	-100.00 %	
6009 Administrative Assistant		7,374.40	-100.00 %	
6011 Payroll Taxes - Staff	242.38	4,764.25	-94.91 %	0.06 %
6012 Training	40.00	408.17	-90.20 %	0.01 %
6013 Workmens Compensation		3,563.65	-100.00 %	
6015 Employee Benefits Insurance	62,811.46	107,714.27	-41.69 %	14.33 %
6016 Employee Benefits Retirement		3,619.91	-100.00 %	
<b>Total 6000 Personal Services - AD</b>	<b>64,947.84</b>	<b>145,652.68</b>	<b>-55.41 %</b>	<b>14.81 %</b>
6100 Materials and Services - AD				
6111 Utilities	849.00	3,620.67	-76.55 %	0.19 %
6112 Office Supplies and Equipment	997.23	3,840.32	-74.03 %	0.23 %
6113 Legal Fees	1,148.51	4,461.76	-74.26 %	0.26 %
6115 Dues, Subscriptions, Fees	3,457.21	4,709.89	-26.60 %	0.79 %
6115-1 Credit Card Fees	1,826.23	3,590.04	-49.13 %	0.42 %
<b>Total 6115 Dues, Subscriptions, Fees</b>	<b>5,283.44</b>	<b>8,299.93</b>	<b>-36.34 %</b>	<b>1.21 %</b>
6116 Audit, Budget, Legal Notices	291.00	620.50	-53.10 %	0.07 %
6117 Telephone and Internet Srv.	1,743.10	2,916.08	-40.22 %	0.40 %
6118 Advertising - AD	155.88			0.04 %
6119 Commissioner Fees/Expenses	945.68	1,551.84	-39.06 %	0.22 %
6121 Donations	400.00	650.00	-38.46 %	0.09 %
6122 Meetings and Elections	530.10	569.89	-6.98 %	0.12 %
6123 Miscellaneous - AD	159.95	448.02	-64.30 %	0.04 %
6125 Training	200.00	75.00	166.67 %	0.05 %
6127 Commissioner Conference & Trave	125.00			0.03 %
6128 Staff Travel/Food/Lodging	1,351.50	268.56	403.24 %	0.31 %
6129 Postage		60.00	-100.00 %	
<b>Total 6100 Materials and Services - AD</b>	<b>14,180.39</b>	<b>27,382.57</b>	<b>-48.21 %</b>	<b>3.23 %</b>
6150 Capital Outlay - AD				
6151 Land/Improvements/Developments	3,080.76			0.70 %
6154 Office Equipment	5,577.78	760.70	633.24 %	1.27 %
<b>Total 6150 Capital Outlay - AD</b>	<b>8,658.54</b>	<b>760.70</b>	<b>1,038.23 %</b>	<b>1.98 %</b>
<b>Total ADMINISTRATION EXPENSES</b>	<b>87,786.77</b>	<b>175,590.20</b>	<b>-50.00 %</b>	<b>20.02 %</b>

# PORT OF ARLINGTON

## Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
<b>ISLAND PARK</b>		210.00	-100.00 %	
6600 Personal Services				
6610 Maintenance Person		2,287.44	-100.00 %	
<b>Total 6600 Personal Services</b>		<b>2,287.44</b>	<b>-100.00 %</b>	
6620 Materials & Services		45.30	-100.00 %	
6622 Sanitation	1,411.75	974.00	44.94 %	0.32 %
6623 Comfort Station Supplies	699.75	984.60	-28.93 %	0.16 %
6624 Park Electricity	283.16	7,212.73	-96.07 %	0.06 %
6625 Pest Control / Chem & Fert.		468.99	-100.00 %	
6626 Insurance	2,500.00	1,957.00	27.75 %	0.57 %
6627 Park Maintenance & Supplies	923.79	4,496.34	-79.45 %	0.21 %
<b>Total 6620 Materials &amp; Services</b>	<b>5,818.45</b>	<b>16,138.96</b>	<b>-63.95 %</b>	<b>1.33 %</b>
6630 Capital Outlay				
6631 Park Improvements		851.92	-100.00 %	
<b>Total 6630 Capital Outlay</b>		<b>851.92</b>	<b>-100.00 %</b>	
<b>Total ISLAND PARK</b>	<b>5,818.45</b>	<b>19,488.32</b>	<b>-70.14 %</b>	<b>1.33 %</b>
<b>MARINA</b>				
6700 Personal Services				
6710 Maintenance Person		1,524.96	-100.00 %	
<b>Total 6700 Personal Services</b>		<b>1,524.96</b>	<b>-100.00 %</b>	
6720 Materials & Services	24.18	67.66	-64.26 %	0.01 %
6721 Marina Electricity	1,869.96	3,260.49	-42.65 %	0.43 %
6723 Insurance	2,700.00	1,973.83	36.79 %	0.62 %
6724 Marina Maint. & Supplies	1,534.59	6,107.03	-74.87 %	0.35 %
6726 Contractural Services		1,199.00	-100.00 %	
6727 Marina Fuel		856.00	-100.00 %	
6727-1 Marina Gas	3,846.50	16,595.79	-76.82 %	0.88 %
6727-2 Marina Diesel	3,047.50	3,593.25	-15.19 %	0.70 %
<b>Total 6727 Marina Fuel</b>	<b>6,894.00</b>	<b>21,045.04</b>	<b>-67.24 %</b>	<b>1.57 %</b>
<b>Total 6720 Materials &amp; Services</b>	<b>13,022.73</b>	<b>33,653.05</b>	<b>-61.30 %</b>	<b>2.97 %</b>
6730 Capital Outlay				
6731 Marina Improvements	394.76	375.00	5.27 %	0.09 %
<b>Total 6730 Capital Outlay</b>	<b>394.76</b>	<b>375.00</b>	<b>5.27 %</b>	<b>0.09 %</b>
<b>Total MARINA</b>	<b>13,417.49</b>	<b>35,553.01</b>	<b>-62.26 %</b>	<b>3.06 %</b>

# PORT OF ARLINGTON

## Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
RV PARK EXPENSES		-105.00	100.00 %	
6300 Personal Services - RV				
6310 Maintenance Person - RV		1,524.96	-100.00 %	
<b>Total 6300 Personal Services - RV</b>		<b>1,524.96</b>	<b>-100.00 %</b>	
6320 Materials & Services - RV				
6321 Water Fees - RV	2,996.72	4,021.79	-25.49 %	0.68 %
6322 Sanitation - RV	1,293.62	1,897.50	-31.83 %	0.30 %
6323 Electricity - RV Park	5,257.66	11,804.27	-55.46 %	1.20 %
6324 WIFI - RV	1,040.00	1,560.00	-33.33 %	0.24 %
6325 Advertising - RV		307.00	-100.00 %	
6326 Maintenance & Supplies - RV	248.39	598.51	-58.50 %	0.06 %
6327 Insurance - RV	2,000.00	1,957.00	2.20 %	0.46 %
6329 Sewer	3,434.55	4,829.90	-28.89 %	0.78 %
6330 Donations & Gifts Expense		-11.00	100.00 %	
<b>Total 6320 Materials &amp; Services - RV</b>	<b>16,270.94</b>	<b>26,964.97</b>	<b>-39.66 %</b>	<b>3.71 %</b>
<b>Total RV PARK EXPENSES</b>	<b>16,270.94</b>	<b>28,384.93</b>	<b>-42.66 %</b>	<b>3.71 %</b>
WILLOW CREEK QUARRY	1,200.00			0.27 %
6520 Materials & Services - WQ				
6522 Legal Fees - WQ	147.00	189.00	-22.22 %	0.03 %
6525 Contractual Services	57.75	1,260.00	-95.42 %	0.01 %
<b>Total 6520 Materials &amp; Services - WQ</b>	<b>204.75</b>	<b>1,449.00</b>	<b>-85.87 %</b>	<b>0.05 %</b>
<b>Total WILLOW CREEK QUARRY</b>	<b>1,404.75</b>	<b>1,449.00</b>	<b>-3.05 %</b>	<b>0.32 %</b>
<b>Total GENERAL FUND EXPENSES</b>	<b>124,698.40</b>	<b>260,904.52</b>	<b>-52.21 %</b>	<b>28.44 %</b>
PARK & MARINA EXPENSES				
6220 Materials and Services - PM	125.29			0.03 %
6229 Maintenance & Supplies - PM	3,104.00			0.71 %
<b>Total 6220 Materials and Services - PM</b>	<b>3,229.29</b>			<b>0.74 %</b>
<b>Total PARK &amp; MARINA EXPENSES</b>	<b>3,229.29</b>			<b>0.74 %</b>
Reimbursements	4,946.65	500.00	889.33 %	1.13 %
Unapplied Cash Bill Payment Expense	-3,438.34	0.00		-0.78 %
<b>Total Expenses</b>	<b>\$440,569.64</b>	<b>\$1,441,535.39</b>	<b>-69.44 %</b>	<b>100.49 %</b>
NET OPERATING INCOME	<b>\$-2,168.74</b>	<b>\$-713,066.23</b>	<b>99.70 %</b>	<b>-0.49 %</b>
Other Expenses				
1003-1 LGIP-Misc.	0.05			0.00 %
8600 Environ. Sentry Corp. Projects	45,034.39	3,939.50	1,043.15 %	10.27 %
<b>Total Other Expenses</b>	<b>\$45,034.44</b>	<b>\$3,939.50</b>	<b>1,043.15 %</b>	<b>10.27 %</b>
NET OTHER INCOME	<b>\$-45,034.44</b>	<b>\$-3,939.50</b>	<b>-1,043.15 %</b>	<b>-10.27 %</b>
NET INCOME	<b>\$-47,203.18</b>	<b>\$-717,005.73</b>	<b>93.42 %</b>	<b>-10.77 %</b>

# PORT OF ARLINGTON

## Balance Sheet

As of February 29, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Beginning Cash Drawer Funds	100.00
1001 Bank of E/O - Checking	243,561.94
1003 LGIP Investment A/C	750,281.49
1004 Reserve Fund	82,198.85
1005 Municipal Money Market Account	94,890.10
Port of Arlington (9413) - 1	749,274.94
<b>Total Bank Accounts</b>	<b>\$1,920,307.32</b>
Accounts Receivable	
1200 Accounts Receivable	-179,432.93
<b>Total Accounts Receivable</b>	<b>\$ -179,432.93</b>
Other Current Assets	
1201 AR Audit	16,474.51
1210 Property Tax Receivable	-1,907.23
1300 Prepaid Expense	5,718.75
<b>Total Other Current Assets</b>	<b>\$20,286.03</b>
<b>Total Current Assets</b>	<b>\$1,761,160.42</b>
Other Assets	
1006 Cash With County	721.40
<b>Total Other Assets</b>	<b>\$721.40</b>
<b>TOTAL ASSETS</b>	<b>\$1,761,881.82</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	2,724.48
2001 Transient Lodging Tax Payable	744.28
<b>Total 2000 Accounts Payable</b>	<b>3,468.76</b>

# PORT OF ARLINGTON

## Balance Sheet

As of February 29, 2024

	TOTAL
<b>Total Accounts Payable</b>	<b>\$3,468.76</b>
Other Current Liabilities	
2002 AP Audit	-2,724.48
2100 Payroll Liabilities	79,009.59
408k SEP Co. Match	17,023.75
Dental Insurance	3,618.09
Federal Taxes (941/943/944)	3,970.03
Health Insurance	56,940.12
OR Employment Taxes	-334.98
OR Income Tax	1,080.26
OR Paid Family and Medical Leave	86.94
OR Statewide Transit Taxes	1.52
<b>Total 2100 Payroll Liabilities</b>	<b>161,395.32</b>
2110 Deferred Rev. - Property Taxes	3,642.20
2111 Direct Deposit Liabilities	-14,693.98
<b>Total Other Current Liabilities</b>	<b>\$147,619.06</b>
<b>Total Current Liabilities</b>	<b>\$151,087.82</b>
<b>Total Liabilities</b>	<b>\$151,087.82</b>
Equity	
3000 Opening Bal Equity	749,274.94
3110 Retained Earnings	908,722.24
Net Income	-47,203.18
<b>Total Equity</b>	<b>\$1,610,794.00</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,761,881.82</b>



# DIRECTOR REPORT

March 7, 2024

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Brad Baird will first present three items as noted on the Agenda:

#### **4.1 Columbia River Pump Station Location**

#### **4.2 Questions about Fill on Peninsula**

#### **4.3 Design Discussion for Alkali Ridge Subdivision**

#### **5.1 Alkali Ridge**

Gilliam County awarded \$1,122,647 Capital Grant for infrastructure for Alkali Ridge Subdivision. We sincerely appreciate a continued partnership and collaboration to advance workforce housing. We are grateful for monumental support that will link city expansion and make new lots available. Likewise, it will help us best plan engineering design which is underway with Anderson-Perry.

Final Partition review was approved and mylar copies were received on March 6. We'll obtain signatures and record the deeds at the County as soon as possible. This will now properly allow advertising and marketing for Parcel 1 comprising 2.798 acres with the Proctor house and shop. The Board may discuss and establish marketing plans and set an asking price in open session.

***Motion: Move to begin marketing Parcel 1 of Partition Plat 2024-\_\_ by advertising for sale at an asking price of \$\_\_\_\_\_.***

#### **5.2 Condon Airport**

Thank you to Kathryn Greiner for preparing an excellent application for the Linus Pauling Airfield. This facility is owned and operated by the Oregon State Department of Aviation. Local proponents are advocating for aviation fuel tanks, which will be operated and maintained by State Aviation. The Port is an eligible entity for a Connect Oregon grant. Kathryn organized dedicated support. The grant application was submitted and we requested \$402,850. For matching funds, the Port would utilize \$15,000 that was already allocated for the airport improvement waterline extension. In addition, the Port is preparing an application for the next cycle of County Capital Funds.

#### **5.3 Marina Walkway Paving**

A bid was received from China Creek Construction in the amount of \$37,811 for asphalt paving. Last fall, the Port had considered concrete placement because asphalt bids hadn't been received. However, the prior concrete bid was deemed too high in comparison to available grant funding. Gilliam County previously awarded \$15,000 to the Port through their Special Projects Grant. These Special Project grants are typically smaller and can't simply be amended to a higher total, but we can apply for another grant in this year's cycle, to help recover more of the project costs. While we have been prudent in seeking full grant support, we also want to show visible progress. Thankfully, we have an opportunity to consider a bid from a dependable local contractor who has demonstrated diligence to plan for the project and to ensure quality work. In addition, with other large grants recently awarded to the Port, it may be okay for us to invest more of our own funds on the walkway for overall community benefit. For these reasons, I recommend awarding the bid.

***Motion: Move to approve the bid for Marina Walkway Paving in the amount of \$37,811 from China Creek Construction LLC.***



#### **5.4 Willow Creek Industrial Plan**

Points Consulting performed a kickoff meeting for the Willow Creek Industrial Plan with the Port. We appreciate a wider perspective and creating the vision to identify options and make progress.

#### **5.5 Leases**

Potential leases are under review for the Willow Creek Gravel Quarry and for the Insitu Building. We request input from Commissioners on the River's Edge lease and to continue progress.

#### **5.6 Legal Counsel**

Two letters of interest were received to provide legal counsel services. In addition, one of the firms has already shown exceptional initiative to come here and visit with us and tour our projects. Next, the board may decide how to proceed with further comparison and consideration.

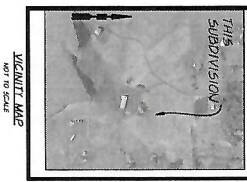
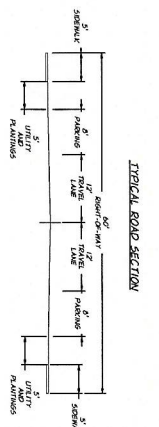
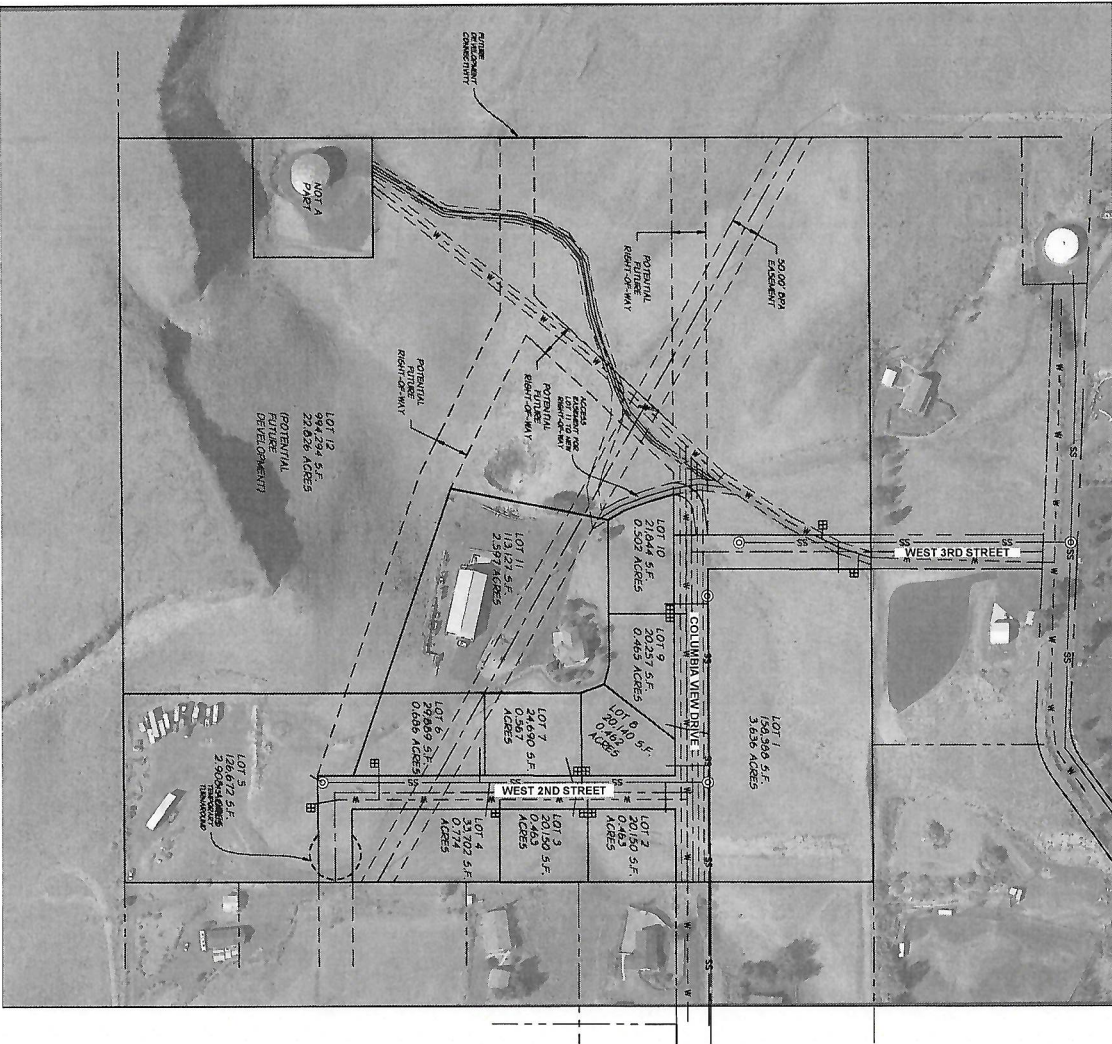
#### **5.7 Title and Job Description**

The Port has achieved notable organizational improvements, like RV Park and Moorage Rules. Last year, we developed Strategic Business Plan, and we strive to follow our goals and priorities. In a similar way, it is important to truly value our staff and their abilities, and their continued growth. For the Administrative Assistant position, we note many additional challenging tasks performed. In my view, as this position has expanded to perform financial, budgeting, and operational tasks, it would be best to update the job description and change the title to reflect all work performed, on the level of Business and Operations Manager. Maintenance work is also performed admirably. For these reasons, I propose to update job descriptions and reward corresponding compensation within the upcoming budget process. This approach will maintain positive teamwork and retention. I welcome feedback by the Board to best position our organization for long-term success.

4.3  
AND  
5.1

# TENTATIVE PLAN OF ALKALI RIDGE SUBDIVISION

LOCATED IN THE SW 1/4 OF THE SW 1/4 OF SECTION 28,  
TOWNSHIP 3 NORTH, RANGE 21 EAST, WILLAMETTE MERIDIAN,  
CITY OF ARLINGTON, GILLIAM COUNTY, OREGON



**LEGEND**

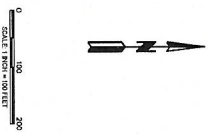
---	ADJACENT PROPERTY LINE
---	EXISTING PARCEL BOUNDARY LINE
---	PROPOSED PARCEL BOUNDARY LINE
---	SECTION LINES
---	EASEMENT LINES
---	EXISTING SERVICE LINE
---	EXISTING WATER LINE
---	NEW SERVICE LINE
---	NEW WATER LINE
---	SURVEY MARKER
⊕	WATER METER

- NOTES**
1. PROPERTY TO BE SUBDIVIDED CONSISTS OF ONE (1) TAX LOT AND IS LOCATED WITHIN CITY OF ARLINGTON, GILLIAM COUNTY, OREGON. IT CONTAINS APPROXIMATELY 26.85 ACRES.
  2. THE PURPOSE OF THIS MAP IS TO SUBDIVIDE THE EXISTING PARCELS AS SHOWN AND THE INITIAL SUBDIVISION LOTS 1-11; LOT 12 IS FOR FUTURE DEVELOPMENT.
  3. THIS PROPERTY IS ZONED R1 WITHIN THE ARLINGTON CITY LIMITS.
  4. THIS SUBDIVISION IS LOCATED WITHIN THE BOUNDARIES OF THE NORTH GILLIAM FIRE PROTECTION DISTRICT.
  5. THIS SUBDIVISION IS LOCATED WITHIN THE BOUNDARIES OF THE ARLINGTON SCHOOL DISTRICT 3.
  6. THIS SITE EXISTS IN FLOOD HAZARD ZONE C - AREAS OF ANNUAL FLOODING. REFER TO FLOOD MAP AND FLOOD PANEL NUMBER 41070 (050) & REVISED SEPTEMBER 24, 1984, FEDERAL EMERGENCY MANAGEMENT AGENCY.
  7. DOMESTIC WATER SUPPLY IS PROVIDED BY CONNECTION TO THE EXISTING CITY OF ARLINGTON WATER SYSTEM.
  8. SANITARY SEWER DISPOSAL IS PROVIDED BY CONNECTION TO THE EXISTING CITY OF ARLINGTON SANITARY SEWER SYSTEM.
  9. ALL NEW RIGHT-OF-WAY WIDTHS TO BE 60 FEET.

**ALKALI RIDGE SUBDIVISION**

DATE AS SHOWN	SHEET
02 NOV 2023	1/1
08 11-13	

**gopportunity**





# PARTITION PLAT NO.

PARTITION OF PARCEL 2 OF PARTITION PLAT NO. 2003-01  
LOCATED IN THE SW1/4 OF SECTION 28, TOWNSHIP 3 NORTH, RANGE 21 EAST, WILLAMETTE MERIDIAN,  
CITY OF ARLINGTON, GILLIAM COUNTY, OREGON

### SURVEYOR'S CERTIFICATION

I, RICHARD E. STEIN, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF OREGON, HEREBY CERTIFY THAT THE CITY SUBDIVISION AND MARKED WITH LEGAL MONUMENTS, THE LAND AS SHOWN HEREON IN ACCORDANCE WITH ORS CHAPTER 92, AS REVISED, AND CITY OF ARLINGTON DEVELOPMENT ORDINANCES, I FURTHER CERTIFY THAT THE INITIAL POINT HAS BEEN IDENTIFIED AS THE EXISTING SOUTHWEST CORNER OF SECTION 28 AS SHOWN HEREON. I FURTHER CERTIFY THAT I HAVE PROVIDED THE TRACT LEGAL DESCRIPTION IN ACCORDANCE WITH ORS 92.070(1), AS SHOWN BELOW.

RICHARD E. STEIN  
CERTIFICATE NO. 49593PL5

### LEGAL DESCRIPTION:

PARCEL 2 OF PARTITION PLAT 2003-01 SITUATED IN THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 3 NORTH, RANGE 21 EAST, WILLAMETTE MERIDIAN, GILLIAM COUNTY, OREGON, THE DESCRIPTION IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGINNING AT THE SOUTHEAST CORNER OF SAID SECTION 28, A BRASS CAPPED IRON PIPE; THENCE N00°05'40"E, ALONG THE WEST LINE OF SAID SECTION 28, 235.14 FEET TO THE SOUTHWEST CORNER OF PARCEL 1 OF LAND PARTITION PLAT 2003-01 OF GILLIAM COUNTY RECORDS; THENCE N89°42'03"E, ALONG THE SOUTH LINE OF SAID PARCEL 1, 208.31 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL 1; THENCE S00°07'14"E, ALONG THE EAST LINE OF SAID PARCEL 1, 208.99 FEET TO THE NORTHEAST CORNER OF SAID PARCEL 1; THENCE S89°42'06"W, ALONG THE NORTH LINE OF SAID PARCEL 1, 208.41 FEET TO THE NORTHWEST CORNER OF SAID PARCEL 1; THENCE N00°05'40"E, ALONG THE WEST LINE OF SECTION 28, 874.43 FEET TO THE SOUTH ONE-SIX TEENTH CORNER COMMON SECTION 28 OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHWEST ONE-SIX TEENTH CORNER COMMON SECTION 28 OF THE SOUTHWEST ONE-SIXTEENTH CORNER OF SECTION 28; THENCE S00°03'54"W, ALONG THE EAST LINE OF THE SOUTHWEST ONE-SIXTEENTH CORNER OF SECTION 28; THENCE S00°03'54"W, ALONG THE WEST ONE-SIXTEENTH CORNER COMMON TO SECTIONS 28 AND 33; THENCE S89°41'58"W, ALONG THE SOUTH LINE OF SECTION 28, 1310.66 FEET TO THE POINT OF BEGINNING.  
CONTAINS 1.683280 S.F., 38.643 ACRES, MORE OR LESS.

SUBJECT TO 20' CITY OF ARLINGTON PRIVATE UTILITY EASEMENT, RECORDED AS GILLIAM COUNTY INSTRUMENT #M-73-88, ON 08-30-02.  
SUBJECT TO 20' CITY OF ARLINGTON PRIVATE ACCESS & UTILITY EASEMENT, RECORDED AS GILLIAM COUNTY INSTRUMENT #M-73-88, ON 08-30-02.  
SUBJECT TO 3000' PACIFIC ELECTRIC, PRIVATE ELECTRICAL LINE EASEMENT, VOLUME 45, PAGES 290 & 291.  
SUBJECT TO 20' CITY OF ARLINGTON PRIVATE ACCESS EASEMENT, RECORDED AS GILLIAM COUNTY INSTRUMENT # M-73-88, ON 08-30-02.  
SUBJECT TO 20' CITY OF ARLINGTON PRIVATE UTILITY EASEMENT, RECORDED AS GILLIAM COUNTY INSTRUMENT # M-73-88, ON 08-30-02.

### OWNER'S DECLARATION & DEDICATION

PORT OF ARLINGTON A PORT DISTRICT IN THE STATE OF OREGON IS THE OWNER OF SAID LANDS AND HAS CAUSED THIS PLAT TO BE PREPARED AND THE PORT OF ARLINGTON IS SHOWN HEREON, IN ACCORDANCE WITH THE DEVELOPMENT ORDINANCES, I HEREBY DEDICATE THE EASEMENTS AS IDENTIFIED HEREON, FOR THE PURPOSES STATED HEREIN. I FURTHER DEDICATE TO THE PUBLIC FOR PUBLIC ROAD AND UTILITY PURPOSES, COLUMBIA VIEW DRIVE AS IDENTIFIED HEREON.

JED GROVNER, EXECUTIVE DIRECTOR

### ACKNOWLEDGMENT

STATE OF OREGON

(55)

COUNTY OF \_\_\_\_\_  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, THE ABOVE NAMED \_\_\_\_\_ APPEARED PERSONALLY BEFORE ME AND IS KNOWN TO ME TO BE THE IDENTICAL INDIVIDUAL WHO EXECUTED THE OWNER'S DECLARATION AND ACKNOWLEDGED THAT HE DID SO FREELY AND VOLUNTARILY.

NOTARY PUBLIC FOR THE STATE OF OREGON

PRINTED NAME: \_\_\_\_\_

COMMISSION NUMBER: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

### APPROVALS

CITY OF ARLINGTON

THE ACCOMPANYING PLAT IS HEREBY APPROVED

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

MAYOR, CITY OF ARLINGTON

CITY OF ARLINGTON PLANNING COMMISSION  
THE ACCOMPANYING PLAT IS HEREBY APPROVED

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PLANNING COMMISSION CHAIRMAN, CITY OF ARLINGTON

### GILLIAM COUNTY SURVEYOR

I CERTIFY I HAVE EXAMINED THE ACCOMPANYING PLAT, THAT IT COMPLIES WITH THE LAWS OF THE STATE OF OREGON, WITH REFERENCE TO FILING AND RECORDING OF SUCH PLATS, AND THEREFORE APPROVE SAID PLAT FOR SIGNATURE BY THE COUNTY COMMISSIONERS OF THE GILLIAM COUNTY, OREGON

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

GILLIAM COUNTY SURVEYOR

### GILLIAM COUNTY CLERK

I DO HEREBY CERTIFY THAT THIS PLAT WAS RECEIVED ON

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M.

AND RECORDED AS PARTITION PLAT NO. \_\_\_\_\_ OF GILLIAM COUNTY RECORDS

GILLIAM COUNTY CLERK

LOCATED IN THE SW1/4 OF THE SW1/4 OF SECTION 28,  
TOWNSHIP 3 NORTH, RANGE 21 EAST, WILLAMETTE MERIDIAN,  
CITY OF ARLINGTON, GILLIAM COUNTY, OREGON

FILED: G:\Data\1st of Arlington\_0811\13 Pacific Property Facilities Survey Drawings\CD\2024\4113  
Parcel Base 022324.dwg  
SCALE: AS SHOWN  
DATE: 01 MAR 2024  
JOB NO: 41-13(100)



SHEET

2/2

**EXACT COPY STATEMENT:**  
I, RICHARD E. STEIN, OREGON REGISTERED LAND SURVEYOR NO. 49593PL5, DO HEREBY STATE THAT THIS SCHEME IS A TRUE AND CORRECT COPY OF THE ORIGINAL THEREOF.

REGISTERED PROFESSIONAL LAND SURVEYOR  
**PRELIMINARY**  
OREGON  
FEBRUARY 8, 2020  
RICHARD E. STEIN  
EXPIRES: 6/30/2024

RICHARD E. STEIN, P.L.S. 49593PL5

1901 N. FIR STREET, PO BOX 1107 • LA GRANDE, OR 97850 • (541) 963-8309

5.2



## Connect Oregon 9 Project Grant Application

To ensure you have current program information, sign up for the [Connect Oregon electronic mailing list](#).

The *Draft Grant Agreement* and *Frequently Asked Questions* are available on the [Connect Oregon website](#).

You must complete all required fields and upload required documentation for your application to be eligible to compete.

You can save your progress via the 'Save' button in the lower right corner of the page and revisit this form as you go.

**Applications must be received by 5:00 pm on Thursday, February 29, 2024.**

**Application ID**  
Region 4 Aviation

### 1. Applicant information

*Complete this information for the applicant. Provide both a designated contact and an authorized representative (if different than the designated contact) for your entity. The authorized representative is someone who is authorized to make decisions and sign a funding agreement with ODOT should your project be chosen for funding.*

**Entity/Organization/Company Name**  
Port of Arlington

**Address**  
100 Port Island Road, PO Box 279, Arlington, Oregon 97812-0279

**Website address**  
<http://portofarlington.com>

**Contact person name**  
Jed Crowther

**Contact person title**  
Executive Director

**Email**  
jed.crowther@portofarlington.com

**Phone**  
(541) 705-2004

**Authorized representative name, if different from the applicant contact**

**Authorized representative title**

**Phone**

**Email**

## 2. Entity type

**Entity type**  
Public

**Business registry number**

**We recommend saving your application now.** Click the save button to do so.

## 3. Project name and location

*The project name should be brief, and clearly describe the project. The name you provide will be used in summary reports and other published materials. The project location should include county and state, and if applicable, the city where the project is physically located. Provide GPS coordinates (latitude and longitude).*

**Project name**  
Linus Pauling Field Fuel Storage & Sales

**Check this box if the project address is the same as the address listed above.**  
No

**Project address (same as previously entered)**  
100 Port Island Road, PO Box 279, Arlington,  
Oregon 97812-0279

**Project address, (or nearest street intersection or landmark)**  
18563 Cottonwood Lane, Condon, Oregon 97823

**Latitude (degrees and decimal)**  
45.24339

**Longitude (degrees and decimal)**  
-120.16714

*To find the latitude and longitude, you can use Google Maps or other mapping service. Within Google Maps, you can right-click on the location of the project, select "What's here?", to get the address and the coordinates.*

*For example, the State Capitol Building's coordinates are 44.938422, -123.030740, thus 44.938422 goes into the Latitude box, and -123.030740 goes into the Longitude box.*

**4. Mode**  
Aviation

**5. Connect Oregon region**  
Region 4

**6. Brief summary of project**

Install two 12,000-gallon fuel tanks with Point-of-Sale system with AV and jet fuel.

**7. Project purpose and description**

Installing fuel tanks, and a Point-of-Sale (POS) system will allow local access to fuel where the current situation the pilots must travel, at a minimum to Lexington or Dallesport for fuel. Jet fuel will allow helicopters and small jet aircraft to fuel at Condon which can service emergency medical transport and wildfire apparatus.

The need for fuel on the east side of the Oregon Cascades is noted in the Oregon Department of Aviation's report "The Day After" to the Oregon Legislature (Dec. 2023) regarding the aftermath of the Cascadia Subduction Zone Megathrust earthquake. Linus Pauling Field is a Tier 1 airport for recovery due to projected minimal damage to the earthquake. Fuel resiliency will be critical for response, and the ability to continue operations to supply west-side residents, says the report. This project will provide access to fuel for agriculture, wildlife counts or mitigation, wildfire efforts and emergency services within the region. This is not a phased project.

**8. Useful life (years)**

20 years. This figure was determined from API and the Pala Group to be the normal life expectancy of an above-ground fuel tank.

**9. Project schedule**

Answer whether milestones above have been met; fill in projected start and completion dates. For planning purposes, we anticipate executing funding agreements within 3 months of projects being awarded by the Oregon Transportation Commission. Funding agreements are anticipated to be executed in Summer 2022, with construction needing to begin within one year from agreement execution, and be completed within three years of execution. Project schedule should demonstrate how the project will meet this requirement. Milestones 4 and 5 should reflect the dates the plans are ready and a construction contract is awarded for the first construction contract to complete the project.

- Scoping and planning means the development of the project size and scope, determination of operational requirements, and required public comment periods.
- Right-of-way and land acquisition means the process of securing land for the project site, including purchases, leases, eminent domain/condemnation, and the acquisition of required easements.
- Permits means the process of securing any required permits, approvals, or permission from any local, state, or federal agency.
- Final plans/bidding engineering documents means the development of any structural or operational documents required to advertise and build the project.
- Construction contract award means the securing of a contract to build, install, or otherwise prepare the project for operations or use.
- Project completion means construction or installation is complete and the project is ready for operation or use.

**Milestone 1: Scoping      Has the milestone been      Projected start date of      Projected milestone**

and planning	met? No	milestone work 4/1/2024	completion date 11/1/2024
<b>Milestone 2: Right of way and land acquisition</b>	<b>Has the milestone been met?</b> No	<b>Projected start date of milestone work</b> 4/1/2024	<b>Projected milestone completion date</b> 11/1/2024
<b>Milestone 3: Permits</b>	<b>Has the milestone been met?</b> No	<b>Projected start date of milestone work</b> 11/13/2024	<b>Projected milestone completion date</b> 3/12/2025
<b>Milestone 4: Final plans/bidding engineering documents</b>	<b>Has the milestone been met?</b> No	<b>Projected start date of milestone work</b> 11/1/2024	<b>Projected milestone completion date</b> 2/12/2025
<b>Milestone 5: Construction contract award</b>	<b>Has the milestone been met?</b> No	<b>Projected start date of milestone work</b> 3/19/2025	<b>Projected milestone completion date</b> 4/16/2025
<b>Milestone 6: Project completion</b>	<b>Has the milestone been met?</b> No	<b>Projected start date of milestone work</b> 6/2/2025	<b>Projected milestone completion date</b> 7/31/2025

**10. Will the project's construction schedule be constrained by environmental considerations (bird-nesting, fish-spawning seasons, temperature or weather)?**  
No

**If yes, then please explain and provide limitation dates**

**11. Who was responsible for determining the project schedule and what is their level of expertise? (i.e. city or consulting engineer, construction project manager, city staff, etc.)**  
Jed Crowther, Port of Arlington Executive Director with 25+ years of project management experience  
Kathryn Greiner, Condon City Administrator with 20 years of project management experience

## 12. Project property control

*Property used for a Connect Oregon project must be committed for such use for 20 years following construction. If the property is not yet secured, describe the steps and timeline to complete the transaction(s). Note: All property transactions must be completed 60 days prior to OTC final selection of projects.*

**Identify the method of control for project property**  
Long-term lease for 20 years following project completion

**Provide the steps and timeline to complete the acquisition or lease transactions:**

## 13. Describe any project risks or barriers to being ready for construction and your plan to address the risks/barriers

Project risk barrier would be lack of money to do the project. We are applying for the match funds from Gilliam County Capital Investment Grant and have additional funds in the budget for airport improvement.

We do not anticipate any other barriers to be ready for construction.



#### **14. Describe your public and stakeholder engagement process efforts**

Oregon Frontier Chamber of Commerce has provided pilots using LPF to complete a survey and the top of the list is fuel to be made available for sale. We continue to gather the surveys. City of Condon staff convened a group of LPF users, Gilliam County elected official, Port of Arlington Executive Director and Oregon Department of Aviation staff to determine the needs and priorities of Linus Pauling Field. The number one priority is fuel availability.

#### **15. Public body approvals and permits**

Identify all public body approvals and permits needed to complete the project; indicate the status of each approval/permit. Add approvals/permits as needed. Below are descriptions of some possible approvals/permits that projects are subject to. Other potentially required permits may involve wetlands, material sources, fish passage, airport clearance, railroad clearance, waterways and other federal, state and/or local requirements. All permits needed for construction must be secured within nine months following execution of a grant funding agreement.

- The National Environmental Policy Act (NEPA) applies whenever a proposed activity or action:
  - is proposed on federal lands;
  - requires passage across federal lands;
  - is to be funded – either entirely or in part – by the federal government; or
  - affects the air or water quality that is regulated by federal law.

When any one of these four conditions are present, the federal agency with the greatest expertise, regulatory authority, and capacity to manage the NEPA process for the proposed project becomes the lead agency for that project.

These actions are defined at [40 CFR 1508.1](#). The environmental review under NEPA can involve three different levels of analysis:

1. [Categorical Exclusion determination \(CATEX\)](#)
  2. [Environmental Assessment/Finding of No Significant Impact \(EA/FONSI\)](#)
  3. [Environmental Impact Statement \(EIS\)](#)
- Identify if in-water work permits are required for the project. More information can be found at the following website: <https://www.oregon.gov/dsl/ww/pages/permits.aspx>
  - Identify if United States Army Corps of Engineers (USACE) permits are required for the project. More information can be found at the following website: <https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/Obtain-a-Permit/>
  - Coordination with Native American tribal representatives is often required prior to construction. Projects located along or crossing borders may require coordination with jurisdictions and/or state agencies in bordering states.

## Complete the following:

<b>NEPA Categorical Exclusion (CE)</b>	<b>Status</b> Permit required/materials not submitted	<b>Expected completion date</b> 1/15/2025
<b>NEPA Environmental Assessment (EA)</b>	<b>Status</b> Not applicable	<b>Expected completion date</b>
<b>Environmental Impact Statement (EIS)</b>	<b>Status</b> Not applicable	<b>Expected completion date</b>
<b>In-water work permit</b>	<b>Status</b> Not applicable	<b>Expected completion date</b>
<b>Army Corps of Engineers permit</b>	<b>Status</b> Not applicable	<b>Expected completion date</b>
<b>Coordination of project approval with any Native American tribe or another state</b>	<b>Status</b> Not applicable	<b>Expected completion date</b>

## Any additional specific permits or approvals needed

<b>Specific permit or approval needed</b>	<b>Status</b>	<b>Expected completion date</b>
Gilliam County Planning Permit	Permit required/materials not submitted	1/15/2025
City of Boardman-Building Electric Permit	Permit required/materials not submitted	3/1/2025

## 16. Planning and land use

*Demonstrate the project's compliance with land use documents identified below or describe how you will achieve compliance. Add any additional planning/land use efforts that are not listed. A limited land use decision must be complete within six months of the execution of a grant funding agreement. If the use is not permitted outright and/or requires a land use decision to be a legally allowable use on the site, the land use decision must be complete 60 days prior to the OTC's final action to select projects.*

- *A Transportation System Plan (TSP) is a plan for one or more transportation facilities planned, developed, operated, and maintained in a coordinated manner to supply continuity of movement among modes, and within and between geographic and jurisdictional areas.*
- *Comprehensive Plan means a generalized, coordinated land use map and policy statement of the governing body of a local government that interrelates all functional and natural systems and activities relating to the use of lands, including but not limited to sewer and water systems, transportation systems, educational facilities, recreational facilities, and natural resources and air and water quality management programs.*
- *A Regional Transportation Plan (RTP) is a 20-year plan prepared by a Metropolitan Planning*

Organization (MPO) that identifies needed transportation projects and funding sources.

- A zoning amendment is a formal changing of the land use, which requires approval and adoption by the pertinent local government.
- A Goal Exception is a decision to exclude certain land from the requirements of one or more applicable statewide goals. (See our [list of Statewide Planning Goals](#))

<b>Identified in adopted transportation system plan (TSP)</b>	<b>Status</b> Not applicable	<b>Expected completion date</b>
<b>Identified in adopted local comprehensive plan</b>	<b>Status</b> Not applicable	<b>Expected completion date</b>
<b>Identified in adopted regional transportation plan (RTP)</b>	<b>Status</b> Not applicable	<b>Expected completion date</b>
<b>Requires amendment to local zoning to change the use of the property</b>	<b>Status</b> Not applicable	<b>Expected completion date</b>
<b>Goal exception (if required by state planning goals)</b>	<b>Status</b> Not applicable	<b>Expected completion date</b>
<b>Identified in public or corporate planning document</b>	<b>Status</b> Not applicable	<b>Expected completion date</b>

### **Any additional planning or land use efforts not specified above**

<b>Planing/land use effort</b>	<b>Status</b>	<b>Expected completion date</b>

#### **17. Planning/land use narrative**

No additional planning actions, other than permitting with Gilliam County and City of Boardman (who contracts for state permits), will be required for this project.

#### **18. Project budget**

As the Connect Oregon program is intended to support Oregon’s economy, we would generally encourage grant recipients to contract out the work to the private sector. While grant recipients may need to perform some specialized work in-house, please confirm your plans with the Connect Oregon program office following grant award. Private sector recipients should review the sample grant agreement clarifying what is not allowed around “related parties.” No additional Connect Oregon funds will be available; grant recipients who are awarded funds will be responsible for any additional project costs and will be held to completing the scope of work in their funding agreement.

The Connect Oregon program is a reimbursement program. Grant recipients will be required to pay its consultants/contractors/vendors prior to seeking reimbursement from the Connect Oregon program.

**18a. Budgeted amount: land acquisition**

**18b. Budgeted amount: permits, other public body approvals (application preparation/fees)**  
\$35,000.00

**18c. Budgeted amount: design/engineering**  
\$70,000.00

**18d. Budgeted amount: design/engineering contract administration**  
\$5,000.00

**18e. Budgeted amount: construction**  
\$450,500.00

**18f. Budgeted amount: construction contract administration**  
\$5,000.00

**18g. Budgeted amount: miscellaneous**

**Subtotal**  
\$565,500.00

**Contingency**  
\$10,000.00

**Total project cost**  
\$575,500.00

**19. Who was responsible for determining the project budget and what is their level of expertise?**  
Kathryn Greiner, Condon City Administrator - 20 years of project budgeting and management

## 20. Grant request/matching funds requirement

Enter the grant request; the total project cost will come from question 18 above. The applicant match and match percentage will calculate automatically. An applicant must provide at least 30% of the project's funding or 50% for Class I railroads.

The amount of matching funds an applicant makes available is used in scoring your application. Should an applicant be chosen for funding, the commitment of matching funds shown in the application may not be reduced through the life of the project.

**Total project cost**  
\$575,500.00

**Grant request**  
\$402,850.00

**Applicant match (dollars)**  
\$172,650.00

**Applicant match (percent)**  
30.00%

## 21. Please identify each source of matching funds you will use for the project

Source	Amount
Port of Arlington	\$28,775.00
Gilliam County Capital Investment Grant	\$143,875.00

## Economic Benefits

**22. How does the project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor?**

This project allows direct access to fuel for local businesses or services that include agriculture spraying, transportation for hunters to local lodge and tourists to Gilliam County area. This will also allow for Life Flight (air ambulance) and wildfire suppression aircraft to obtain fuel without having to travel to Dallesport or Lexington.

**23. What are the specific economic benefits to this state that will result from this project?**

Having fuel available at LPF in Condon will benefit the State of Oregon's resiliency plan in the event of Cascadia Subduction earthquake. The economic benefit of having fuel available during a devastating event on the east side of the Cascades will allow goods and services to be brought in to an operational airport. In a non-devastating time, the fuel will allow local businesses and emergency services access in Condon without a stop in another community to refuel.

**24. Describe how the project provides a critical link connecting elements of Oregon's transportation system, and how it will measurably improve utilization and efficiency of the transportation system.**

Addition of fuel will impact the need to travel for the sole purpose of obtaining fuel for local users of LPF. It will also lessen traffic that are flying to Condon or the Gilliam County region for work or recreational purposes from having to be on the highways from regional airports where there is fuel.

**25. How does the project improve Oregon's transportation system efficiency and/or utilization?**

Removes an existing barrier

Explain:

Explain:

Explain:

Explain:

Adding this fuel will allow aircraft to not have to travel to obtain fuel if they are doing business in, or near Condon.

Explain:

Explain:

Explain:

Explain:

## Untitled

26. a) How is success measured for this project (include methodology for calculation)?

We would measure the use of the facility and gallons of fuel sold. In addition, we will measure fuel sold to local users that no longer must travel to another airport for fuel.

**b) What is the existing measurement today?**  
None. Fuel is not available at this time.

**c) What is the anticipated measurement when the project is fully operational?**  
Continue monitoring the use and sales of fuel.

**27. Does the project improve an existing transportation connection or add a new connection to an industrial or employment center?**  
Yes

**If yes, check all that apply.**  
The project improves an existing connection

**28. This project improves or creates access to:**  
Employment center

<b>Name of the Industrial Center</b>	<b>Name of the employment center</b>	<b>Name of the certified "Project Ready" site</b>
	Gilliam County & Waste Management	

**29. Does the project improve safety?**  
No

**Explain. Please note the number and type of incidents (fatal accident, injury accident, property-damage accident, crime, or other) within a specified timeframe.**

**30. Does the project serve one or more of Oregon's Statewide Business Clusters? Check all that apply.**  
Agriculture  
Tourism  
Aviation  
Solar  
Wind Energy

**Provide detail on the Business Clusters served.**  
LPF is within 25 miles of several large wind and solar farms, and this project will allow employees and management the ability to fly in instead of travel by car. Recreational opportunities in Condon include golf, community festivals/events, and a short distance to Cottonwood Canyon State Park and the John Day River. LPF has the potential for some pilot training for some aircraft.

**31. Does this project benefit the Oregon economy by generating a net increase in or retention of long-term jobs (beyond short-term construction jobs) and/or increasing private investment in Oregon?**  
No

## Untitled

**a) Number of long-term (non-construction) jobs created or retained as a direct result of the project:**      **b. Average annual wage of long-term (non-construction) jobs created or retained:**

**c. List up to 5 businesses that will verify job creation/retention or**

## **new private investment:**

<b>Business Name</b>	<b>Name of contact person</b>	<b>Contact Person Phone</b>
----------------------	-------------------------------	-----------------------------

---

d. What is the increase by these businesses in Oregon as a result of this project?

### **Commitment Letter Acknowledgement**

e) Explain

**32. Is the project located within 10 miles of a site Please explain for mining or processing aggregate that is allowed under ORS 215.213 (2)(d) or 215.283 (2)(b) on land that is zoned exclusive farm use? This is not common.**

No

## **33. Additional Considerations**

Briefly describe any expected project benefits or impacts in the outcome areas below. The examples and questions listed below are intended to help identify benefits and impacts, but are not meant to be exhaustive. Consider each topic below and describe the expected project benefit and/or other impacts identified, along with considerations and conclusions made regarding how to improve possible benefits and reduce possible impacts. Include benefits or impacts the proposed project may have on related aspects of the [Strategic Action Plan](#) (SAP). As climate and equity are central themes of the SAP, responses to these items are required, even if the impacts are minimal.

**a) How does this project impact equity considerations?**

LPF is a state-owned airport and a lease for the fuel with the Port of Arlington allows public access and does not discriminate any users.

**b) How does the project impact climate mitigation, adaptation and sustainability considerations?\***

NA

## **34. Maintenance and Operations**

**What is the source/are the sources of funds for the continued maintenance and operation of the project for the useful life of the project?**

The lease will articulate that the Oregon Department of Aviation will be responsible for maintenance, operation within their current budget.

**What is the status of these funds?**

Secured (available now)

Budgeted (committed for future)

Port of Arlington is applying for a portion of the match from Gilliam County Capital Investment Grant with notice of approval/denial to be made in June 2024.

**Describe the steps remaining to commit maintenance and operations funding for the useful life of the project?**

The lease between the Port of Arlington and Oregon Department of Aviation will specify that the State will be responsible for the useful life of the fuel tanks.

**Have you had previous Connect Oregon grant awards?**

Yes

**Which cycle(s)?**

Connect Oregon I

**What was the total award?**

\$1,894,000.00

### 35. Documentation

**Property Ownership, land lease/control**

Draft Lease and Operational Agreement 2-29-2024.pdf

**Letters of support**

Support Letter - B Devine.docx

Support Letter - L J Christopherson.docx

Support Letter - H Devine.docx

Support Letter - Yates.pdf

Support Letter - D. Jamieson.pdf

Support Letter - H. Berggren.docx

Support Letter - Condon - Hassing.docx

Support Letter - D. Jamieson.pdf

Support Letter - D. Hill.pdf

Support Letter - CO Fire Mgt Svc.pdf

Support Letter - GCSO.pdf

Support Letter - L J Christopherson.docx

Support Letter - L Smith.pdf

LOS\_PortofArlington\_ODOTConnectOregon.pdf

**Secretary of State Business ID**

**Site Plans, if available**

Airport Map.jpg

**Planning/Permitting Documents**

**Commitment Letters**

**Miscellaneous**

Survey Letters 2024.pdf

### 36. Authorizations and Signatures

**Please read and check all boxes**

By checking this box, I certify that above-mentioned Applicant Organization supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Connect Oregon funds. I further certify that matching funds are available or will be available for the proposed project no later than 60 days prior to the Oregon Transportation Commission’s final action on grant awards, anticipated to be in September or November 2024. I understand that all State of Oregon rules for contracting, auditing, underwriting (where applicable), and payment will apply to this project.





4893 7th Ave SE  
 Salem, Oregon 97302  
 CCB#226026

5.3

### Alternative Estimate

Date	Estimate
2/28/2024	POA -2

Customer  
 Port of Arlington  
 100 Port Island Road  
 Arlington, Oregon 97812

Line Item	Description	Qty	Rate	Total
1	Removal and disposal of approximately 3797 Sqft of asphalt. (729' X 5' with 38 of that at 9'). Supply, grade and compact 3/4" minus gravel.	1		\$5,740.80
1	Final prep and pave with 2 1/2" compacted mat, hot asphalt mix. Approx 4701 sq feet Aprox. 74 tons of Asphalt.			\$31,080.00
1	Location fee	3	210	\$630.00
1	Fuel Surcharge for sub	3	120	\$360.00
This estimate expires on 3-31-24 @ 11:59PM				
Thank You for your business!			Total	\$37,810.80
Signature/Date				

**GILLIAM COUNTY  
CAPITAL INVESTMENT GRANT AGREEMENT**

**DATE:** March 11, 2024

**PARTIES:** Gilliam County, a political subdivision of the State of Oregon (“County”)  
221 S. Oregon St.  
P.O. Box 427  
Condon, Oregon 97823

And

**Port of Arlington** (“Grantee”)  
PO Box 279  
Arlington, OR 97812

**RECITALS**

- A. County administers the Capital Investment Grant Program to make strategic investments to support economic development, build critical infrastructure, and improve the quality of life for residents.
- B. County has identified the Competitive Grants Fund (235-100-5-50-5125) as an appropriate source of funding for this grant.
- C. Grantee desires to receive up to \$1,122,647 for infrastructure development at Alkali Ridge.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISE OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

1. **GRANT:** County approves Grantee’s request for a grant in the amount of up to \$1,122,647. The grant will be provided via reimbursement of actual expenditures. Approved funds will be distributed to Grantee after Grantee has purchased the approved items and presented receipts for said purchases to County. Grantee shall present receipts for items subject to reimbursement within 30 days of purchase by Grantee. Approval of reimbursement is at the sole discretion of County.
2. **USE OF GRANT FUNDS:** Grantee may utilize grant funds for expenditures related to the following purpose(s): infrastructure development at Alkali Ridge, as more fully described in Grantee’s Proposal, attached hereto and thereby incorporated herein. Grant funds may not be utilized for any other purpose without the written consent of the County. This grant is for the specific project or purpose as stated above. If there is any conflict between this Agreement and Grantee’s Proposal, this Agreement shall control.
3. **GRANT PERIOD:** The grant is available until December 31, 2024. Grantee must submit receipts to the County, prior to the end of the grant period, to receive the grant funds.

**Initial:**  
JC  
JC

- 4. CONDITIONS OF APPROVAL:** This grant is subject to the following conditions:
- a. Grantee shall provide County with a written, end of project report presented to the Gilliam County Court within 60 days of the completion of the project. Grantee shall provide any additional reports or information as requested by the County from time-to-time;
  - b. All grant funds shall be used in furtherance of an organization that maintains its principal place of operations in Gilliam County;
  - c. Grantee shall remain in operation in Gilliam County for one year following execution of this Agreement; and
  - d. Grantee shall reimburse County for all grant funds received by Grantee if there is any failure to comply with the conditions of this Agreement by Grantee.
  - e. Failure to comply with the terms and conditions of this Grant Agreement may affect eligibility to receive future grant funds.
- 5. INDEMNITY:** GRANTEE AGREES, TO THE FULLEST EXTENT PERMITTED BY LAW, TO DEFEND, INDEMNIFY, AND HOLD HARMLESS COUNTY, ITS OFFICERS, DIRECTORS, BOARD, AFFILIATES, EMPLOYEES, AND AGENTS, FROM AND AGAINST ALL CLAIMS, LIABILITIES, LOSSES AND EXPENSES (INCLUDING REASONABLE ATTORNEY’S FEES) DIRECTLY, INDIRECTLY, WHOLLY OR PARTIALLY ARISING FROM OR IN CONNECTION WITH ANY ACT OR OMISSION OF GRANTEE, ITS EMPLOYEES OR AGENTS, IN APPLYING FOR OR ACCEPTING THE GRANT, IN EXPENDING OR APPLYING GRANT FUNDS, OR IN CARRYING OUT THE PURPOSE(S) OF THE GRANT AS SET FORTH IN THIS AGREEMENT.
- 6. OTHER LEGAL:**
- a. This Agreement may not be assigned or otherwise transferred without prior written approval of the County.
  - b. This Agreement shall not be interpreted to create any pledge or any commitment by the County to make any other or further grants or contributions to Grantee or any other person or entity for this or any other purpose.
  - c. Grantee is solely responsible for all activities supported by the Grant. Nothing in this Agreement creates a partnership, agency, joint venture, employment, or any other type of relationship. Grantee shall not present itself as an agent of the County for any purpose and has no authority to bind the County in any manner whatsoever.
  - d. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding between the County and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Gilliam County for the State of Oregon or, if the claim, action, suit or proceeding must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.
  - e. This Agreement and attached exhibits, if any, constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings,

agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind the Parties unless in writing and signed by both Parties and all necessary State approvals have been obtained.

- f. In the event of any action or proceeding to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees, in addition to costs and disbursements, at arbitration, trial, and on appeal.
- g. The signatories to this Agreement are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such persons are individually identified by name herein.
- h. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver of a subsequent breach of that or any other provision.
- i. This Agreement may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

GRANTEE, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT GRANTEE HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

**GILLIAM COUNTY:**

**GRANTEE:**

Elizabeth A. Farrar Campbell

Elizabeth A. Farrar Campbell  
Gilliam County Judge

March 11, 2024

Date

Jed Crowther

Jed Crowther (Mar 12, 2024 08:09 PDT)

Jed Crowther  
Port of Arlington

03/12/2024

Date






# Capital Investment Grant Agreement - Alkali Ridge

Final Audit Report

2024-03-12

Created:	2024-03-12
By:	Elizabeth Farrar (elizabeth.farrar@co.gilliam.or.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAkSiAXZkjsZyYmQ9s5ZnKoTTA4rRbI5j

## "Capital Investment Grant Agreement - Alkali Ridge" History

-  Document created by Elizabeth Farrar (elizabeth.farrar@co.gilliam.or.us)  
2024-03-12 - 5:29:52 AM GMT - IP address: 209.210.17.77
-  Document emailed to Jed Crowther (jed.crowther@portofarlington.com) for signature  
2024-03-12 - 5:29:56 AM GMT
-  Email viewed by Jed Crowther (jed.crowther@portofarlington.com)  
2024-03-12 - 3:07:15 PM GMT - IP address: 136.143.131.152
-  Document e-signed by Jed Crowther (jed.crowther@portofarlington.com)  
Signature Date: 2024-03-12 - 3:09:41 PM GMT - Time Source: server- IP address: 136.143.131.152
-  Agreement completed.  
2024-03-12 - 3:09:41 PM GMT

5.6 A

David M. Blanc\*  
Nick R. Blanc\*\*

*Of Counsel*  
Andrew D. Hallman

\*Licensed in OR & WA  
\*\*Licensed in OR & CA



132 SE Court Ave.  
Pendleton, OR 97801  
Phone: (541) 215-4810  
Fax: (541) 215-6609  
www.blancfirm.com

dblanc@blancfirm.com

February 26, 2024

Via email to Jed.Crowther@PortofArlington.com

Port of Arlington  
Attn.: Jed Crowther  
100 Port Island Road  
Arlington, OR 97812

RE: Letter of Interest – Port Legal Counsel

Dear Jed:

This letter represents my letter of interest in the request for legal counsel services of the Port of Arlington (the "Port").

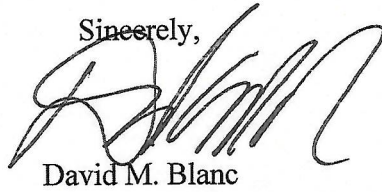
I have been an attorney licensed in Oregon since 1986. I was a partner with the law firm of Corey, Byler and Rew, LLP from 1986 through 2019. In 2020, I started The Blanc Firm, LLC with my son Nick Blanc. We have added another attorney to our office named Andrew Hallman. My hourly rate is \$300.00. The hourly rate of Nick and Andrew is \$250.00. We have two legal assistants whose hourly rates range from \$100.00 to \$150.00. We would bill on an hourly basis in accordance with the rates outlined in this letter.

I have substantial experience and familiarity with Oregon law, regulations and operating procedures relative to the conduct of Port business. Specifically, I have represented the Port of Umatilla since 2017. In doing so, I have worked cooperatively with the Port of Umatilla Commission, General Manager Kim Puzey and staff. On behalf of the Port, I have provided legal advice and guidance on internal operations, real estate sales, land divisions, public contracting and public meeting laws.

In addition, I represent municipalities in Eastern Oregon, including Stanfield, Echo, Boardman, Ione and Milton-Freewater, special districts, irrigation improvement districts, and entities formed by intergovernmental agreement.

As a small law firm, we are able to give our clients' matters the attention they deserve and are proud to provide quality, cost-efficient legal advice. I look forward to discussing the opportunity to present the Port further.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Blanc', written in a cursive style.

David M. Blanc

5.6 B

# JAQUES SHARP

— ATTORNEYS AT LAW —

MICHAEL B. FITZSIMONS, PC  
LESLEY APPLE HASKELL, PC  
GARRETT R. SHARP, PC  
ANNA C. CAVALERI, PC

205 THIRD STREET ✦ PO BOX 457  
HOOD RIVER, OREGON 97031  
(541) 386-1311 – FAX (541) 386-8771  
HOODRIVERLAW.COM  
Licensed in Washington and Oregon

March 1, 2024

*SUBMITTED VIA ELECTRONIC EMAIL*

Port of Arlington  
Attn: Jed Crowther, Executive Director  
100 Port Island Road  
Arlington, OR 97812-0279  
Email: [Jed.Crowther@PortofArlington.com](mailto:Jed.Crowther@PortofArlington.com)

Re: Proposal for Legal Counsel Services

Dear Mr. Crowther:

Following is a proposal on behalf of Jaques Sharp, Attorneys at Law in response to the Request for Legal Counsel Services for the Port of Arlington (the “Port”). If our firm is selected to represent the Port, I would be the Port’s primary attorney and contact at Jaques Sharp.

## **I. EXECUTIVE SUMMARY**

Jaques Sharp was established in 1990 to provide superior legal representation and exceptional service in the Columbia River Gorge. We continue to prioritize the needs of our clients promptly and efficiently. Our office is located in downtown Hood River. The firm includes four partner-level attorneys, including myself, one associate level-attorney, two supporting paralegals, three legal assistants and two additional administrative support staff. We are a full-service law firm representing a variety of public and private clients. Our firm has represented special districts, including ports, irrigation, water, telecommunication, and fire districts. Prior to his retirement in 2022, our former partner Jerry Jaques represented the Port of Hood River for 43 years. I had the privilege of working closely with Jerry on Port of Hood River matters for the last three years of his tenure as their General Counsel.

At Jaques Sharp, we work in a team environment. We are one of the larger firms in the Gorge, which allows us to provide our clients with access to attorneys who specialize in a variety of areas of law that impact special districts, including municipal, contract, land use, real estate, and litigation.



## **II. QUALIFICATIONS AND APPROACH**

### **A. Respondent Qualifications**

#### **Anna C. Cavaleri (OSB #210038)**

My sweet spot in the law is all things related to contracts and transactions, including, but not limited to, business organization and operations, real estate and land use. Before his retirement in 2023, I worked with Jerry Jaques in supporting his client, the Port of Hood River. During that period, my skillset was applied and enhanced by working with Jerry on Port of Hood River projects. For three years, I learned through direct experience about port districts, ORS 777, and Oregon public records, meetings and contracting regulations from Jerry, who had represented both the Port of Hood River and previously, the Port of Cascade Locks, for multiple decades. Working with Jerry and the Port of Hood River was one of the most rewarding experiences of my legal career thus far. Specifically, I enjoyed the complexities derived from intergovernmental agency and private sector collaborations, and the variety of issues that the Port encountered as a special district with the primary goal of economic development. The types of projects I worked on directly with the Hood River Port staff, commissioners and advisory committee members included FAA regulatory and grant requirements for the Hood River airport; environmental issues involving the DEQ; review of commercial leases and facilitation of real estate purchase and sale transactions; negotiations of utility easement contracts with large natural gas and telecommunication companies; review of governance matters with the commission, service contracts; and tackling of sometimes delicate employment issues. One of the many valuable lessons I learned from Jerry was to associate with outside counsel when an issue is beyond my expertise because in the long term it saves the client time and money, and it is an opportunity to learn from someone with a different skillset.

My educational background includes an undergraduate degree in Business from Regis University in Denver, Colorado. I also attended law school in Colorado at the University of Denver. I am licensed to practice law in Oregon, Washington and Colorado. My professional background is in in the oil and gas and aerospace industries, with a stint in the non-profit world. I have had the honor of serving on the boards of community organizations as well as being an elected board member of the Hood River Valley Parks & Recreation District since 2017. As a member of the local Parks District, I also understand and appreciate the roles of and rules applicable to Oregon Special Districts.

#### **Firm & Staff Resources**

As stated above, Jaques Sharp is comprised of four partner-level attorneys, including myself, one associate level-attorney, two supporting paralegals, three legal assistants and two additional administrative support staff. My three partners are all licensed in both Oregon and Washington and have a range of expertise including litigation and public sector experience. Our capable and committed associate attorney, paralegals and legal assistants would be available to provide cost-effective and responsive support on Port matters, as needed. The paralegals and legal assistants can provide document preparation, research, file management and would assist with any Port work not requiring an attorney in order to minimize legal fees.

## **B. Approach**

I am always happy to be agile in my support of clients' objectives; however my preferred approach is (1) to take the time to establish a holistic understanding of the client's short-term and long-term objectives and goals; (2) collaborate with the client on strategies and/or solutions; and (3) participate as much or as little as the client would like me to in facilitating the realization of their objectives. The combination of collaboration, communication and humility are key factors to a positive and productive attorney/client relationship. I cherish the opportunity to add value and to be a part of my clients' successes.

If selected as the Port's General Counsel, I understand that General Counsel services will include, but will not be limited to, attending Port Commission meetings, work sessions and executive sessions, either in person or via teleconference. I would also attend any additional meetings at the Port Commission's and/or the Port Director's request. I would be responsible for monitoring changes to relevant state and federal rules and regulations and recommend updates to Port policies and procedures whenever required or appropriate. As General Counsel, I may be called upon to draft or review ordinances, contracts, real property documents, memorandums of understanding, etc. In addition, I would advise the Port Commission and personnel on legal issues relating to Port business activities, including public contracting, public records, open meetings, board governance, risk assessment and mitigation and staff recommendations to the Port Commission. In the event the Port requires expertise beyond the scope of my skillset, with the Port's prior consent, I would coordinate to with an outside attorney to affiliate with subject matter experts when in the Port's best interest.

## **III. Professional Fees**

Jaques Sharp bills all of our clients on an hourly basis for legal services performed and we will invoice the Port monthly. **My discounted public entity hourly rate is \$250/hour.** Paralegal work is billed at \$150.00 per hour and Legal Assistant work is billed at \$100 per hour. These hourly rates will not be changed without providing the Port with at least thirty (30) days prior notice and will be subject to acceptance by the Port. Other reimbursable expenses may appear on an invoice, including postage and mailing charges, and miscellaneous expenses such as ordering court transcripts, or large photocopy jobs, all of which are direct expenses for which we charge only the actual cost, without markup. We do not generally charge for printing or scanning.

I understand that the Port has used its current General Counsel for a significant period of time. To help ease the transition, I would be glad to meet with the outgoing General Counsel and any key Port staff for on-boarding and working through that transition at no charge to the Port. I would propose two transitional meetings to be held for this purpose.

## **IV. CONFLICTS OF INTEREST**

Jaques Sharp performs conflict checks for every new matter and will take action to resolve any conflict of interest that might arise. Generally, if a conflict of interest is waivable, we may ask both parties to waive the conflict and continue to represent one party in the matter. If a conflict is not waivable, then we will withdraw from representing one or both parties to the matter.

We are aware of only one potential conflict of interest that would arise in our representation of the Port. I represent Frontier TeleNet, an independent intergovernmental entity created under ORS 190 which involves Gilliam County. If a project, matter or issue were to arise in which the Port and Frontier TeleNet were involved, I would need to assess the circumstances to determine whether or not I would be able to represent either party.

#### **V. LICENSES AND INSURANCE**

Through this Proposal, I confirm I am a licensed member of both the Oregon and Washington State Bars, and that all of Jaques Sharp's attorneys are licensed members of either the Oregon or Washington State Bars, or both. Each of the four Partners in our firm are presently authorized to practice law in the State of Oregon. Jaques Sharp carries adequate insurance, including professional liability insurance, and can provide coverage limits upon request.

In conclusion, I am grateful to have had the opportunity to talk with you on the phone and meet with you in Arlington. Thank you for your time. After our tour of a few of the Port's primary projects in Arlington last week, and having observed your Commission at a Board meeting, I am particularly impressed with the ingenuity of the Port and its partners, the Cities of Arlington and Condon, and Gilliam County, in their cooperation to address the workforce housing shortage within the Port district. The Port and its partners also show ingenuity in simultaneously investing in the industrial and commercial properties on Arlington Mesa, Willow Creek and the Gronquest building, where future employers can become established, grow and contribute to the local economy. Equally as impressive is the level of engagement, congeniality and commitment to collaboration exhibited by the Port Commissioners during the February 15<sup>th</sup> Board meeting. I am excited about the possibility of working with the Port!

I am committed to providing thorough and efficient legal services to all of my clients. My experience includes representing a wide range of corporations, private individuals and public bodies within the Gorge. For my public sector and nonprofit clients, I offer a discounted billable rate because I am honored to carry on the Jaques Sharp tradition of being committed to the communities within our region. Jaques Sharp has always prioritized the successful, sustainable growth of our local communities and the protection of our collective public resources. If the Port chooses to work with me, I have the capacity to prioritize the Port and I would be diligent and efficient in the time that I would commit to Port matters.

Thank you for your consideration. Please do not hesitate to contact me with any questions or concerns about this Proposal.

Sincerely,  
**JAQUES SHARP**

*Anna C. Cavaleri*

Anna C. Cavaleri