

**Port of Arlington
Budget Workshop Agenda
Tuesday, March 13, 2018
4:00 pm
Meeting Location:
Port of Arlington Office
Arlington, Oregon**

1. Big Picture Spreadsheet Discussion
2. Port Project Discussion
 - 2.1 Island Park Bathroom Project
 - 2.2 Irrigation Project
3. Funding Request to Gilliam County Court
4. Budget Committee Meeting Date Proposed May 8th at 4 pm

**Regular Commission Meeting
AGENDA
Following Budget Workshop
Tuesday, March 13, 2018
Meeting Location:
Port of Arlington Office**

1. **Call meeting to order**
2. **Public Comment on non-agenda items**
3. **Consent Agenda:**
 - Approval of February 13, 2018 Commission meeting minutes
 - Approval of February 2018 payables
4. **Chairman's Report –**
5. **Commissioner's Reports –**
6. **Columbia Hills Manor**
7. **Economic Development –**
 - 7.1 EDO Mitchell Report
 - 7.2 Small Business Assistance Grants Quarterly Reports
 - 7.2.1 Nicole Rees LulaRoe
 - 7.2.2 Bill Rosenbalm Mobile Mechanic
 - 7.3 Irrigation Project Exploratory Committee Report
 - 7.4 Island Park River Access Improvements Report
8. **Administration –**
 - 8.1 Consider Approval for Budget Calendar
 - 8.2 Consider Approval for Budget Committee
 - 8.3 Government Ethics Reporting
 - 8.4 Letter of Resignation Denise Ball

Upcoming:

Next Commission Meeting Tuesday, April 10, 2018 at 5 pm– Gilliam County Courthouse, Condon Oregon

This meeting is conducted in a handicapped accessible room. Posted: Tuesday, March 6, 2018: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office -Condon & Arlington; Arlington City Hall; Port Office

PORT OF ARLINGTON BUDGET WORKSHOP 2018-19
"THE BIG PICTURE"

FY 2017-18 Resources All Funds

Funds currently in Bank Accounts:

BEO Checking	\$ 120,173
LGIP	\$ 1,914,865
Reserve Fund	\$ 41,120
BEO Muni Money Market	<u>\$ 257,683</u>
Total:	\$ 2,333,851

Funds Projected to be Received March through June

RV Park	\$ 10,000
Current Taxes	\$ 0
Fuel	\$ 1,200
Insitu Lease	\$ 30,400
Hangar Building	\$ 9,000
Interest	\$ 5,000
Willow Creek Lease	\$ 2,500
Marina	\$ 700
Willow Creek Rock Sales	<u>\$ 4,000</u>
Total:	\$ 62,800

Grand Total FY 2017-18 Resources All Funds **\$2,396,651**

FY 2017-2018 Expense Projection Mar through June

Admin. Dept.-Personnel, Benefits, Materials & Services	\$ 54,000
Island Park- Personnel, Benefits, Materials & Services, Capital	\$ 62,000
Marina- Personnel, Benefits, Materials & Services, Capital	\$ 8,000
RV-- Personnel, Benefits, Materials & Services, Capital	\$ 8,000
Economic Development Personnel and Benefits	\$ 50,000
Economic Development Materials & Services, Capital Outlay	\$ 1,020,000
Debt Service Insitu Loan	<u>\$ 4,048</u>
Grand Total FY 2017-18 Expenses Apr through Jun All Funds	\$ 1,306,048

Funds for Carryover to FY 2018-19 (Includes Willow Creek funds) \$ 1,090,603

(General Fund \$164,397; Willow Creek \$750,000; Econ Develop \$135,056; Reserve Fund \$41,150)

Projected Non-Rental Resources/Revenue FY 2018-19

Carryover from FY 2017-18	\$ 1,090,603
Gilliam County Economic Development Grant	\$ 250,000
Maps Grant	\$ 7,250
Property Taxes	\$ 100,000
SIP Funds	\$ 25,000
Fuel Sales	\$ 8,500

Total Non-Rental Resources **\$ 1,481,353**

Projected FY 2018-19 Rental Revenue:

MCP	\$ 103,000
Hangar Building	\$?
Flex Building	\$?
Insitu	\$ 91,200
RV Park	\$ 40,000
Moorage	\$ 5,000
Willow Creek Rock	\$ 5,000
Willow Creek Lease	\$ 10,000
TOTAL PROJECTED RENTAL INCOME	\$ 254,200

TOTAL PROJECTED RESOURCES/REVENUE FY 2018-19 **\$ 1,735,553**

LESS "KEEP THE DOORS OPEN EXPENSES" **\$ -621,244**
(See Breakdown last page)

NET PROJECTED RESOURCES 2018-2019 **\$ 1,114,309**

FUNDS RESERVED:

Reserve Fund	\$ - 51,120
Willow Creek	\$ - 750,000
Condon Water Project	\$ -17,000
Island Park Monitoring	\$ -10,000
Econ. Develop. Advertising & Marketing	\$ -35,000
Total Committed Funds	\$ - 863,120

NET FUNDS AVAILABLE **\$ 251,189**

Projected Projects FY 2018-2019:**Contingent upon Gilliam County \$250,000 ED Grant)**

Small Business Assistance Program	\$ 35,000
Island Park Bathroom Project	\$ 100,000
Flex Building Tenant Improvements	\$ 100,000
RV Park Sewer Lift Station Electrical Upgrade	\$ 5,000
Total New Projects:	\$ 240,000
Uncommitted Balance	\$ 11,189

"Keep the Door Open" Breakdown:**Annual Expenses****Personnel Expenses:**

Admin.	\$ 95,000
Island Park	\$ 13,500
Marina	\$ 4,000
RV Park	\$ 3,000
Econ. Develop. (Peter and Admin Asst)	<u>\$ 140,000</u>
Total Personnel All Funds	\$ 255,500

Materials & Services:

Admin.	\$ 45,000
Contingency (General and Econ. Develop funds)	\$ 60,000
Island Park (Includes Monitoring)	\$ 20,000
Marina (Includes fuel purchases)	\$ 22,000
RV Park	\$ 25,000
Econ. Develop.	<u>\$ 160,000</u>
Total Materials and Services All Funds	\$ 332,000

Debt Service

City of Arlington Insitu Property	\$ 21,600
Gilliam County Insitu Loan	<u>\$ 12,144</u>
Total Debt Service	\$ 33,744

Grand Total "Keep the Doors Open" Expenses**\$ 621,244**

MINUTES
Port Commission Meeting
Port of Arlington
February 13, 2018
5 p.m.
Port of Arlington Office
Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 5:00 pm by Vice President Kennedy. Vice President Kennedy amended the agenda.

Those Present: Commissioner Fitzsimmons ; Vice President Kennedy; Commissioner McGuire; Commissioner Hunking; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Attorney Ruben Cleaveland

Absent: President Wilson

Audience: Kip Krebs, Skye Krebs, Kurtis Strzelewicz, Thomas Wolff, Joe Taylor, Judy Harris, Michael Covey, Janette Burgess, Joe Van Lierop, Dave Carpenter, Gerrie Carpenter, Deacon Heideman, Grady Nagenauer, Delaney Watkins, Leah Watkins, Shaina Watkins

2. Public Comment on non-agenda items- None

3. Consent Agenda:

- Approval of January 10 and January 23, 2018 Commission Meeting Minutes
 - Approval of January 2018 Payables and Financials
- Commissioner Fitzsimmons moved to approve the consent agenda and Commissioner McGuire seconded. The motion carried 4-0.

4. Chairman's Report: Nothing to report

5. Commissioner Reports: Nothing to report

6. Economic Development:

6.1 Irrigation Project – Kip Krebs (This item was moved to 6.1). Kip Krebs told the Board he has a rough idea for an irrigation water pipeline up the rail line along Willow Creek. EDO Mitchell said the City of Arlington has a water right permit, up to 3600 gpm, which needs to be proved up and certificated. This is the first item that will need to be completed fairly soon. The cost is approximately \$150,000. One of the approved extraction points is located at Willow Creek. EDO Mitchell said he has talked with Brad Baird, City of Arlington Engineer, regarding the City's water right permit. He explained that there is a process to add to the water capacity using existing points of extraction on Willow Creek.

A discussion took place between the audience, EDO Mitchell, and the Board. Summary of the discussion: Costs could be extremely high and the project will likely be funded by grants. Thomas Wolff said there are many Federal and State Grants that could be available to fund the project. Many properties are in a water restriction zone and most are on wells now. Those farmers that have existing

water rights do not want to lose them. Morrow County performed a feasibility study a few years ago that covered most of the land in question, (many of the attendees property is in Morrow County, while others are in Gilliam County). This previous study could be used to answer some of the initial project questions. Landowners and Board members discussed acreages and gallons per minute. While the City's water right will not irrigate a significant amount of crop land it does provide a base to start exploring the feasibility of the project. Kip Krebs says he has not heard any negative comments, just lots of questions. The suggestion from the discussion was to form a Committee. Commissioner Fitzsimmons moved to form the Irrigation Project Exploratory Committee. Commissioner Hunking seconded. Motion carried 4-0. The Exploratory Committee is comprised of Kip Krebs, Joe Taylor, Judy Harris, Joe Van Lierop, Deacon Heideman, and EDO Peter Mitchell

6.2 Small Business Assistance

6.2.1 Nicole Rees LulaRoe Quarterly Report – Did not attend due to a schedule conflict.

6.2.2 Countryside Dispatch Inc. Grant Request- Delaney, Shaina, and Leah Watkins presented their application and grant request which was included in the Board packet. They are asking for \$10,000 to start a trucking brokerage company. Leah and Shaina will be attending a training seminar where they will learn how to attain a Brokerage authority. They are long time Condon residents. Commissioner Hunking moved to approve the grant request of \$10,000 on a reimbursement basis and Rod McGuire seconded. Motion carried 4-0. EDO Mitchell advised them they will need to provide quarterly reports to the Board for the next year.

6.3 Woolery Group Temporary Permit Request – Commissioner Fitzsimmons moved to approve the request for the Oktoberfest in October 2018 at the same location as last year. Commissioner Hunking seconded. Motion carried 3-0, with Commissioner McGuire abstaining.

6.4 EDO Report was presented to the board. The A Town Throw Down has been changed to June 15, 16, and 17. EDO Mitchell said he has been doing quite a lot of magazine advertising for the Port of Arlington.

6.4.1 Flex Building Project – Consensus of the Board was to change the effective date of the Contract to March 1, 2018.

6.4.1.1 RFP Special Inspections and Testing – Copies were handed out to the Board. Two bids were received. MTI \$13,447.00 and GN Northern \$8,684.60. Commissioner Hunking moved to award the bid to GN Northern in the amount of \$8,684.60 and Commissioner McGuire seconded. The motion carried 4-0.

6.4.1.2 Pacific Power Contract – EDO Mitchell explained that two power poles have to be relocated and new service established for the Flex Building. There was a brief discussion on the terms of the contract. Commissioner Hunking moved to approve the Contract with the Administration Credit Option of \$250, for a total of \$15,332.00 and Commissioner Fitzsimmons seconded. The motion

carried 4-0.

- 6.5** Review of Draft Insitu Lease Extension – The Board reviewed the returned Lease Extension document from Insitu. Insitu will begin paying the property taxes in 2018 and the lease increase for years, 4, 5, and 6 of the extension will be a fixed 3%. Commissioner Hunking moved to accept the Lease Extension and Commissioner Fitzsimmons seconded. Motion carried 4-0.

- 6.6** Island Park – Discussion on the A Town Launch improvements. EDO Mitchell told the Board he asked for an estimate from Allen Key Construction. That estimate for Pea gravel, delivered and placed was originally \$7550. Once the quantity was adjusted, he reduced his price to \$6550. EDO Mitchell also asked WI Construction for an estimate but they have not responded as of yet. Flowing Solutions is working on launch improvement plan which includes a staging area for the Wind and Kite surfers. EDO Mitchell said he and Scott Winters could perform the labor and the materials are estimated at \$2,000. This item was tabled until next meeting when more information is available.

7. Administration-

- 7.1** Resolution 2018-139 Approving a Supplemental Budget, Making and Transferring Appropriations. Following the budget explanation by Budget Officer Ball, Commissioner Hunking moved to approve Resolution 2018-139 adopting the Supplemental Budget and Commissioner Fitzsimmons seconded. Motion carried 4-0.
- 7.2** Consider approval for Oster Professional Group Audit contract FY 2017-2018. Budget Officer Ball said the increase over last year's contract is \$260. Commissioner Hunking moved to approve the Audit Contract and Commissioner McGuire seconded. Motion carried 4-0.
- 7.3** Schedule March Budget Workshop- Following discussion it was agreed the Budget Workshop will be held at 4pm on March 13th. The regular Board meeting will start at 5 pm.

Meeting adjourned 7:05 pm

President Ron Wilson

V.P. Dewey Kennedy

**Port of Arlington
Regular Monthly Commission Meeting
Tuesday, March 13, 2018**

FEBRUARY 2018 PAYABLES

Resources:

Deposits and Credits through 2/28/2018 (see attached detail)

Total Deposits and Credits– All Accounts	\$ 8,673.58
---	--------------------

Expenses:

Checks Written: 8597 through 8623

Includes Direct Deposit Payroll And Electronic Fund Transfers (See attached Check Detail)

Total Expenses and Transfers– All Accounts	(\$64,433.10)
---	----------------------

Bank Balance Information:

Ending Balance as of 2/28/18: Bank of Eastern Oregon Checking: \$ 116,233.74
Bank of E. Oregon Reserve Fund: \$ 41,179.35
Bank of E. Oregon Muni Market Fund: \$ 258,039.25
LGIP: (1/31/18) \$1,914,865.67

Commission President Ron Wilson

Vice President Dewey Kennedy

9:51 AM

03/01/18

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '17 - Jun 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	1,322,711.00	1,280,000.00	103.3%
4010 · Taxes-Current	96,863.95	100,000.00	96.9%
4011 · Taxes-Prior	1,539.26	400.00	384.8%
4020 · Interest - NOW Checking	38.40		
4021 · Interest - Best A/C	1,638.05		
4022 · Interest - LGIP A/C	17,166.08	10,000.00	171.7%
4030 · Land Rental	1,680.00	13,000.00	12.9%
4050 · Grain Elevator Lease Pymt	100,000.00	100,000.00	100.0%
4110 · Grants Income			
4111 · OSMB Grant	16,044.81		
4114 · Unanticipated Grant Funds	23,525.00	10,000.00	235.3%
4116 · Grant-Island Erosion Repair	0.00	0.00	0.0%
4120 · MAPS Grant	7,050.00	7,250.00	97.2%
Total 4110 · Grants Income	46,619.81	17,250.00	270.3%
4210 · Marina Revenue	4,842.00	5,000.00	96.8%
4211 · RV Park Revenues			
4211-4 · RV Park Dry Camp	972.00		
4211-3 · RV Park Daily Rent	4,540.00		
4211-2 · RV Park Weekly Rent	2,625.00		
4211-1 · RV Park Monthly Rent	22,180.00		
4212 · RV Park fee Refund	-500.00		
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
Total 4211 · RV Park Revenues	29,817.00	40,000.00	74.5%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	6,742.92	5,000.00	134.9%
4213-1 · Diesel Sales	641.04	3,500.00	18.3%
Total 4213 · Marina Fuel Revenue	7,383.96	8,500.00	86.9%
4214 · Marina Power and Water Revenue	260.00	200.00	130.0%
4340 · Willow Creek Rock Sales	13,400.19	3,000.00	446.7%
4350 · Willow Creek Lease Revenue	7,500.00		
4400 · Donations/Gifts	0.00	100.00	0.0%
4450 · Willow Creek Reimbursement	0.00	0.00	0.0%
4500 · Miscellaneous Income	240.00	100.00	240.0%
Total GENERAL FUND RESOURCES	1,651,699.70	1,577,550.00	104.7%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	598,503.00	598,000.00	100.1%
5031 · Building Lease 11-002	60,800.00	91,200.00	66.7%
5032 · Building Lease 11-004	19,000.00	27,000.00	70.4%
5113 · Grants - Gilliam County	250,000.00	250,000.00	100.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5115 · Telecom Infrastr Creation Grant	0.00	0.00	0.0%
5116 · Grants - Other	7,286.00	6,000.00	121.4%
5130 · SIP Funds	25,547.19	25,000.00	102.2%
5500 · Ag Lab Revenues	0.00	0.00	0.0%
5600 · Transfer from General Fund	200,000.00	400,000.00	50.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOUR...	1,161,136.19	1,398,200.00	83.0%
RESERVE FUND RESOURCES			
9001 · Transfer from General Fund	10,000.00	10,000.00	100.0%
9002 · Interest Earned Reserve Fund	385.81	225.00	171.5%
9000 · Reserve Fund Beginning Balance	30,793.00	30,700.00	100.3%
Total RESERVE FUND RESOURCES	41,178.81	40,925.00	100.6%
Total Income	2,854,014.70	3,016,675.00	94.6%
Expense			
6560 · Payroll Expenses	0.00		

9:51 AM

03/01/18

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '17 - Jun 18	Budget	% of Budget
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	14,131.90	21,120.00	66.9%
6009 · Administrative Assistant	22,719.39	43,040.00	52.8%
6011 · Payroll Taxes - Staff	2,852.13	4,600.00	62.0%
6012 · Training	0.00	200.00	0.0%
6013 · Workmens Compensation	169.74	230.00	73.8%
6015 · Employee Benefits Insurance	7,912.56	14,000.00	56.5%
6016 · Employee Benefits Retirement	4,422.14	7,800.00	56.7%
Total 6000 · Personal Services - AD	52,207.86	90,990.00	57.4%
6100 · Materials and Services - AD			
6111 · Utilities	1,576.39	3,000.00	52.5%
6112 · Office Supplies and Equipment	1,548.47	3,000.00	51.6%
6113 · Legal Fees	4,068.75	8,000.00	50.9%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	991.14	1,500.00	66.1%
6115 · Dues, Subscriptions, Fees - Other	2,137.44	2,000.00	106.9%
Total 6115 · Dues, Subscriptions, Fees	3,128.58	3,500.00	89.4%
6116 · Audit, Budget, Legal Notices	6,650.00	8,000.00	83.1%
6117 · Telephone and Internet Srv.	1,403.21	2,000.00	70.2%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	1,525.12	2,500.00	61.0%
6120 · Medi/SS for Commissioners	80.33	300.00	26.8%
6121 · Donations	425.00	1,000.00	42.5%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	0.00	200.00	0.0%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	80,260.00	0.0%
6127 · Commissioner Conference & Trave	780.50	3,000.00	26.0%
6128 · Staff Travel/Food/Lodging	77.56	500.00	15.5%
6129 · Postage	298.93	500.00	59.8%
Total 6100 · Materials and Services - AD	21,562.84	120,510.00	17.9%
6170 · Transfers Out of General Fund	210,000.00	410,000.00	51.2%
Total ADMINISTRATION EXPENSES	283,770.70	621,500.00	45.7%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	5,765.10	11,250.00	51.2%
6611 · Payroll Taxes	451.87	750.00	60.2%
6612 · Worker's Comp Insurance	377.45	500.00	75.5%
Total 6600 · Personal Services	6,594.42	12,500.00	52.8%
6620 · Materials & Services			
6621 · Water Fees	727.50	1,200.00	60.6%
6622 · Sanitation	624.82	1,000.00	62.5%
6623 · Comfort Station Supplies	0.00	1,800.00	0.0%
6624 · Park Electricity	483.54	1,500.00	32.2%
6625 · Pest Control / Chem & Fert.	0.00	150.00	0.0%
6626 · Insurance	1,850.00	2,000.00	92.5%
6627 · Park Maintenance & Supplies	2,027.48	2,800.00	72.4%
6628 · Miscellaneous	0.00	100.00	0.0%
Total 6620 · Materials & Services	5,713.34	10,550.00	54.2%

9:51 AM

03/01/18

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '17 - Jun 18	Budget	% of Budget
6630 · Capital Outlay			
6635 · Grant Match Isl.Erosion Repair	0.00	10,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	10,000.00	0.0%
6631 · Park Improvements	0.00	100,000.00	0.0%
6632 · Engineering & Surveying	0.00	10,000.00	0.0%
Total 6630 · Capital Outlay	0.00	130,000.00	0.0%
Total ISLAND PARK	12,307.76	153,050.00	8.0%
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	657.12	3,400.00	19.3%
6711 · Payroll Taxes	51.13	150.00	34.1%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
Total 6700 · Personal Services	758.25	3,600.00	21.1%
6720 · Materials & Services			
6721 · Marina Electricity	1,735.99	2,500.00	69.4%
6722 · OMB Repairs - 1/2 MAPS	0.00	2,000.00	0.0%
6723 · Insurance	1,850.00	2,500.00	74.0%
6724 · Marina Maint. & Supplies	4,409.50	2,500.00	176.4%
6725 · Miscellaneous	0.00	500.00	0.0%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	3,000.00	0.0%
6727-1 · Marina Gas	4,418.44	9,000.00	49.1%
Total 6727 · Marina Fuel	4,418.44	12,000.00	36.8%
Total 6720 · Materials & Services	12,413.93	22,000.00	56.4%
Total MARINA	13,172.18	25,600.00	51.5%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	657.12	2,200.00	29.9%
6311 · Payroll Taxes, Maintenance - RV	51.13	200.00	25.6%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
Total 6300 · Personal Services - RV	908.25	2,600.00	34.9%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	2,465.20	4,000.00	61.6%
6322 · Sanitation - RV	759.00	1,400.00	54.2%
6323 · Electricity - RV Park	5,145.80	7,500.00	68.6%
6324 · Telephone - RV	404.55	600.00	67.4%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	106.94	1,000.00	10.7%
6327 · Insurance - RV	900.00	1,000.00	90.0%
6328 · Misc. - RV	0.00	500.00	0.0%
6329 · Sewer	2,878.08	3,500.00	82.2%
Total 6320 · Materials & Services - RV	12,659.57	20,000.00	63.3%
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	0.00	4,800.00	0.0%
Total 6340 · Capital Outlay - RV	0.00	4,800.00	0.0%
Total RV PARK EXPENSES	13,567.82	27,400.00	49.5%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '17 - Jun 18	Budget	% of Budget
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,115.24	1,200.00	92.9%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	1,115.24	1,300.00	85.8%
6540 · Capital Outlay - WQ	0.00	748,700.00	0.0%
Total WILLOW CREEK QUARRY	1,115.24	750,000.00	0.1%
Total GENERAL FUND EXPENSES	323,933.70	1,577,550.00	20.5%
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	42,395.86	64,000.00	66.2%
8410-1 · Admin. Asst. 1/3	11,703.86	18,000.00	65.0%
8410-2 · Lab Technician	3,984.80	0.00	100.0%
8411 · Payroll Taxes	4,176.32	8,500.00	49.1%
8412 · Worker's Comp Ins.	150.00	300.00	50.0%
8413 · Employee Benefits - Insurance	22,499.44	29,000.00	77.6%
8414 · Employee Benefits - Retirement	6,492.00	12,000.00	54.1%
Total PERSONNEL SERVICES	91,402.28	131,800.00	69.3%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	2,658.14	8,000.00	33.2%
8422 · Training/Seminars/Conventions	0.00	3,600.00	0.0%
8423 · Legal Fees	0.00	1,000.00	0.0%
8424 · Office Supplies & Equipment	34.99	500.00	7.0%
8424-1 · Lab Supplies	0.00	0.00	0.0%
8424-2 · Outside Lab Services	0.00	0.00	0.0%
8424-3 · Consultant	0.00	0.00	0.0%
8425 · Utilities	350.50	1,500.00	23.4%
8426-1 · Dues & Subscriptions	425.00	500.00	85.0%
8426 · Advertising & Marketing	7,385.70	30,000.00	24.6%
8427 · Telephone & Internet Service	1,382.50	3,000.00	46.1%
8428 · Website Develop. & Maint.	125.00	500.00	25.0%
8429 · Building Insurance	4,234.00	4,500.00	94.1%
8430 · City of Arlington Insitu Lease	16,200.00	21,600.00	75.0%
8430-1 · Feasibility Studies	0.00	1,000.00	0.0%
8430-2 · Grant Match	0.00	1,000.00	0.0%
8430-3 · Business Start Up Program	13,174.18	35,000.00	37.6%
8430-4 · Property Taxes	6,937.98	8,000.00	86.7%
8433 · Telecom Infrastr Creation	0.00	0.00	0.0%
8439 · Contingency	0.00	20,700.00	0.0%
Total MATERIALS AND SERVICES	52,907.99	140,400.00	37.7%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	8,910.00	35,000.00	25.5%
8432 · Engineering & Surveying	34,507.19	30,856.00	111.8%
8435 · Building Construction	25,673.30	1,048,000.00	2.4%
Total CAPITAL OUTLAY	69,090.49	1,113,856.00	6.2%
DEBT SERVICE			
8441 · Loan - Principal	6,024.91	9,068.00	66.4%
8442 · Loan - Interest	2,071.09	3,076.00	67.3%
Total DEBT SERVICE	8,096.00	12,144.00	66.7%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	221,496.76	1,398,200.00	15.8%

9:51 AM

03/01/18

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
 YTD

	Jul '17 - Jun 18	Budget	% of Budget
RESERVE FUND EXPENSES			
9500 - Repair, Maint., Grant Match	0.00	40,925.00	0.0%
Total RESERVE FUND EXPENSES	0.00	40,925.00	0.0%
Total Expense	545,430.46	3,016,675.00	18.1%
Net Ordinary Income	2,308,584.24	0.00	100.0%
Net Income	2,308,584.24	0.00	100.0%

Port Manager/ Economic Development Report

March 13, 2018

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

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

Administration

Budget Officer Denise Ball has prepared the budget calendar and has begun developing the budget for the upcoming fiscal year.

Industrial Parks

Arlington Mesa Flex Building – Rotschy, the building contractor, is preparing to start construction. The Port assisted their surveyor in finding survey markers suitable for staking the site and getting solid verifiable geo coordinates using NAD 83 horizontal geographic datum. Previous surveys for the site were developed using two dimensional land survey marks. Rotschy was able to fly the site with a drone to map the contours and dial in the two land marks. Preconstruction meeting is set for March 6th with Mobilization beginning later this week or early next week. The Port's engineer is still waiting on engineered building specifications for the loads so the foundation design can be completed and building permit request submitted to planning. In the meantime site civil work will begin soon.

Willow Creek Irrigation Project – Port Staff and President Wilson and Gilliam County Soil and Water Conservation District staff met with the Willow Creek Farmers to further understand the nature of the irrigation project they envision. Kip Krebs described the current situation irrigators are facing on the Lower Willow Creek, predominately unreliable irrigation water during the later parts of the growing season making it difficult to finish off crops. Kip and his neighbors are seeking a more reliable supply of water to irrigate their crops. A good discussion ensued with Port and SWCD staff looking into applying for a feasibility study grant that will be due in October and require a 50% match. The next meeting on March 22 will further refine the project.

Internet

Fiber internet was installed into the Port's hanger building by the Arlington TV Cooperative. This is the first service into the Port Mesa properties. A big milestone that has taken five years of dedicated work to achieve. ATVC has now finished installing fiber to its current customer list and removing the old coaxially system. Next steps will be to install service to commercial accounts in City center and to the Island Park, then to new paid-up customers. This project's roll out is developing jobs and skill from within the community.



Arlington TVC crew installing fiber to the home. Fusing fiber is a tedious job. Install on side of Arlington residence. Proof is in the speed test. Speed Test = WOW!

Arlington Industrial /Commercial Property

Campbell Crane continues to develop on its Arlington property. They recently installed a secure fence on their lot. The lot is used to store and service crane equipment, primarily for service to the County's wind industry.



Ness/ Campbell Cranes new Arlington yard.

Housing

After considerable staff time assisting Gilliam County develop a housing project, the project is now funded and launched through Pioneer Community Development Corporation (PCDC). There has been strong early interest in the grant and loan program from several builders and developers. Interested parties should contact Rob Turrie at 541-384-3769.

Speaking of housing and internet – Port staff received an email from an individual interested in a lot but first wanted to know if internet was available to the parcel. Word is out!

Up Coming Dates:

March 1 – Lower Willow Creek Irrigation meeting, Willow Creek – 5:00 p.m.

March 6 – Flex building preconstruction meeting, Port office – 3:30 p.m.
Arlington TVC board meeting, 6:30 p.m.

March 7 – Arlington City Council; Gilliam County Court

March 8 – Condon Chamber, Condon, 8:30 a.m.

March 9 – Oregon Solutions meeting, Port office, 9 a.m.
GEODC Annual meeting, Gronquist Bldg., Arlington, 11 a.m.

March 13 – Port of Arlington Budget Workshop and Board meeting, Arlington, 4:00 p.m.

March 15 – OPPA quarterly meeting, Salem, 10:00 a.m.
Pioneer CDC annual meeting, 2 p.m.

March 21 – Gilliam County Court

March 22 – Lower Willow Creek Irrigation committee, Kip Kreb's, 5:00 p.m.

March 26 – Arlington Chamber, Arlington, 6:30 p.m.

Lower Willow Creek Irrigation Project

March 1, 2018 meeting notes

- Introductions – The following people attended the meeting: Kip Krebs, Joe Taylor, Judy Harris, Joe Van Lierop, Deacon Heideman, Jared Quisenberry, Ron Wilson, Peter Mitchell, Christina Kirwin, Rodger Lathrop, and Herb Williams.
- Purpose – Kip Krebs describe the current situation irrigators are facing on the Lower Willow Creek. Farmers are experiencing low water or no water in the later parts of the growing season. Kip and his neighbors are seeking a more reliable supply of water to irrigate their crops. Peter explained to the committee that the Port has statutory authority to own and operate a water distribution system, that the City of Arlington has a water right it would like to certificate, and that the Port's Willow Creek property is at the mouth of Willow Creek and the Columbia River.
- Maps, Farms, water - Herb Winters - Gilliam County Soil and Water sought to clarify his understanding of the wants and needs of farmers in Willow Creek bottom. Herb placed a map on the table of the area and each member discussed their farm, current irrigated acreage, and potential acreage. Kip drew in the name and location of each farm on the map. There are approximately 15 farm entities on the Lower Willow Creek irrigation area that are irrigating approximately 1,500 acres. The group thought approximately an additional 3,000 acres that could be brought into production if water was available, more if land on the upper portion and western sides of Eight Mile become a part of the project area. Most of new land discussed would be located on the mesa between Willow Creek and Eight Mile valleys.
- The first priority for the group is developing a reliable water supply for existing irrigators on Willow Creek. The second priority is to develop water for adjacent acreage.

Christina discussed the particulars of the grant application and the three primary requirements of the grant, ecological, economical, and cultural impacts. She also discussed the time requirement of the grant and the staff time to apply for and administer the grant. Peter said he would assist in writing the grant and could also use Port staff to administer the grant. Peter did need technical assistance from SWCD for their mapping and modeling tools particularly their shape files. Peter reiterated to the group the Port's board has made this project a priority project for the Port. The Port would also be willing to assist with locating matching funds to support grant requirements. Christina will be seeking approval of the SWCD board to assist the farmer's request for their portion of the staffing requirement.

- Summary – the next meeting will be held on March 22 at Kip's home. JR Cook, Northeast Oregon Water Association, executive director, will be invited to address the group and discuss potential way a project could be structured to ensure all water rights are protected and enhanced as well as other ideas and methods that have proven to be successful in the Umatilla water basin.

Next meeting date: March 22 @ 5:00 p.m.

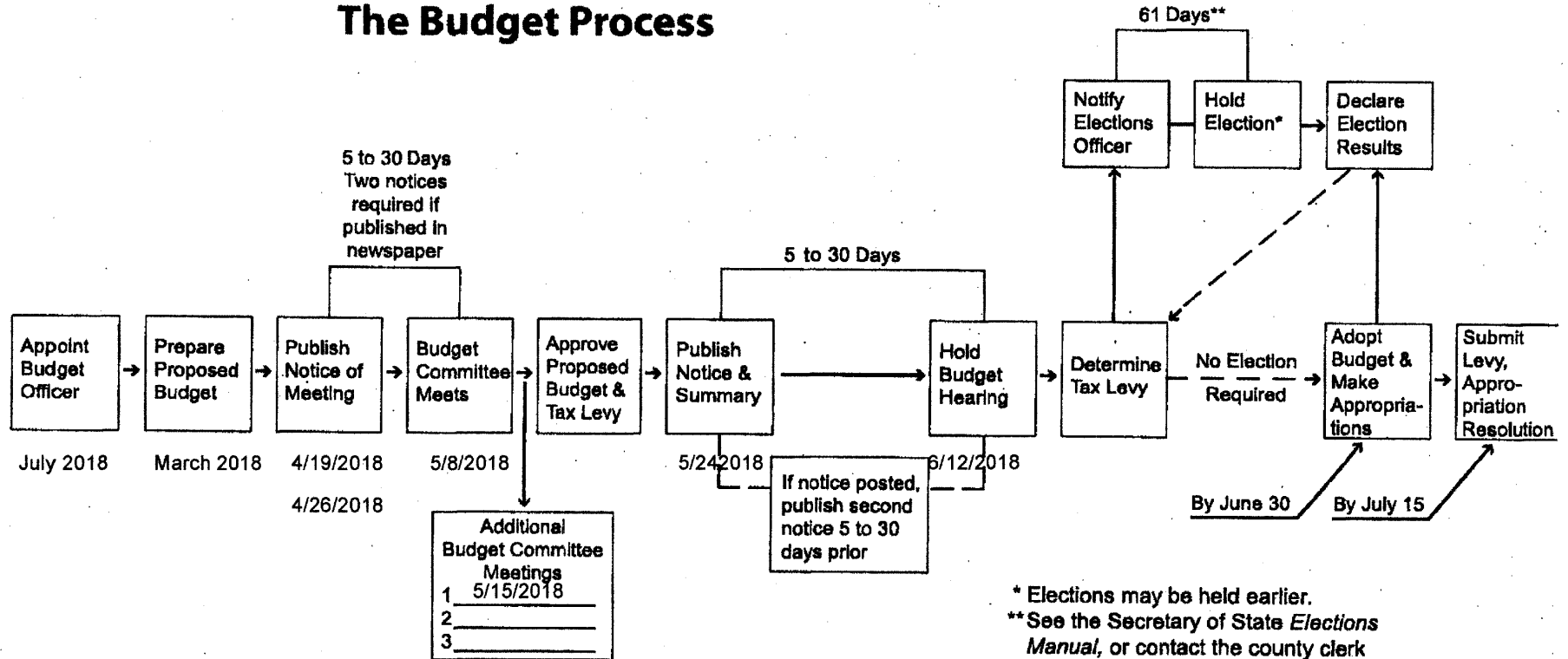
2018 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-17	\$ 3.46	8	101	\$ 348.57	\$ 2.69	0	0	\$ -
February-17	\$ 3.46	8	75	\$ 258.03	\$ 2.69	0	0	\$ -
March-17					\$ 2.69			
April-17					\$ 2.69			
May-17					\$ 2.69			
June-17					\$ 2.69			
July-17					\$ 2.69			
August-17					\$ 2.69			
September-17					\$ 2.69			
October-17					\$ 2.69			
November-17					\$ 2.69			
December-17					\$ 2.69			
YTD Totals		16	176	\$ 606.60		0	0	\$ -

2017 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-17	\$ 3.44	3	38	\$ 130.34	\$ 2.69		0	\$ -
February-17	\$ 3.44	1	5	\$ 18.83	\$ 2.69		0	
March-17	\$ 3.44	13	168	\$ 336.75	\$ 2.69		0	
April-17	\$ 3.44	28	209	\$ 714.91	\$ 2.69	1	100	\$ 269.96
May-17	\$ 3.44	39	379	\$ 1,311.08	\$ 2.69	0	0	
June-17	\$ 3.95	39	408	\$ 1,480.35	\$ 2.69	4	504	\$ 1,359.18
July-17	\$ 3.95	27	267	\$ 1,056.33	\$ 2.69	3	145	\$ 391.04
August-17	\$ 3.65	47	578	\$ 2,141.55	\$ 2.69	2	93	\$ 250.00
September-17	\$ 3.65	30	239	\$ 873.58	\$ 2.69	0	0	\$ -
October-17	\$ 3.46	27	281	\$ 979.78	\$ 2.69	0	0	\$ -
November-17	\$ 3.46	21	260	\$ 900.39	\$ 2.69	0	0	\$ -
December-17	\$ 3.46	4	53	\$ 184.69	\$ 2.69	0	0	\$ -
YTD Totals		279	2,886	\$ 10,128.58		10	842	\$ 2,270.18

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

													TOTAL YTD			
	Dec 17	Dec 16	\$ Change	% Change	Jan 18	Jan 17	\$ Change	% Change	Feb 18	Feb 17	\$ Change	% Change	Jul '17 - Feb '18	Jul '17 - Feb '18	\$ Change	% Change
Ordinary Income/Expense																
4210 - Marina Revenue	656.00	236.00	420.00	177.97%	550.00	1,362.00	-812.00	-59.62%	662.00	320.00	342.00	106.88%	4,842.00	4,537.54	304.46	6.71%
4211 - RV Park Revenues																
4211-4 - RV Park Dry Camp	0.00	0.00	0.00	0.0%	18.00	0.00	18.00	100.0%	9.00	9.00	0.00	0.0%	972.00	1,995.90	-1,023.90	-51.3%
4211-3 - RV Park Daily Rent	90.00	150.00	-60.00	-40.0%	30.00	30.00	0.00	0.0%	60.00	60.00	0.00	0.0%	4,540.00	5,422.00	-882.00	-16.27%
4211-2 - RV Park Weekly Rent	0.00	375.00	-375.00	-100.0%	0.00	93.75	-93.75	-100.0%	125.00	0.00	125.00	100.0%	2,625.00	2,123.75	501.25	23.6%
4211-1 - RV Park Monthly Rent	2,250.00	2,062.50	187.50	9.09%	2,625.00	1,500.00	1,125.00	75.0%	2,250.00	1,350.00	900.00	66.67%	22,180.00	18,736.00	3,444.00	18.38%
4212 - RV Park fee Refund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	-500.00	-220.00	-280.00	-127.27%
Total 4211 - RV Park Revenues	2,340.00	2,587.50	-247.50	-9.57%	2,673.00	1,623.75	1,049.25	64.62%	2,444.00	1,419.00	1,025.00	72.23%	29,817.00	28,057.65	1,759.35	6.27%
4213 - Marina Fuel Revenue																
4213-2 - Gasoline Sales	184.69	178.39	6.30	3.53%	348.57	130.34	218.23	167.43%	258.03	18.83	239.20	1,270.31%	6,742.92	5,369.97	1,372.95	25.57%
4213-1 - Diesel Sales	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	641.04	1,753.55	-1,112.51	-63.44%
Total 4213 - Marina Fuel Revenue	184.69	178.39	6.30	3.53%	348.57	130.34	218.23	167.43%	258.03	18.83	239.20	1,270.31%	7,383.96	7,123.52	260.44	3.66%
4214 - Marina Power and Water Rev	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	260.00	360.00	-100.00	-27.78%
4340 - Willow Creek Rock Sales	1,562.09	3,257.63	-1,695.54	-52.05%	0.00	0.00	0.00	0.0%	147.73	0.00	147.73	100.0%	13,400.19	3,709.68	9,690.51	261.22%
4350 - Willow Creek Lease Revenue	5,000.00	0.00	5,000.00	100.0%	0.00	0.00	0.00	0.0%	2,500.00	0.00	2,500.00	100.0%	7,500.00	0.00	7,500.00	100.0%

The Budget Process



* Elections may be held earlier.

** See the Secretary of State *Elections Manual*, or contact the county clerk for actual dates of filing.

**Port of Arlington
Budget Committee
2018-2019 Budget Year**

Rueben Wetherell
P.O. Box 335
Arlington, OR 97812
541-561-1398
Expires: April 2022

Bob Reasoner
P.O. Box 297
Arlington, OR 97812
Expires: April 2019
541-454-2368/541-571-6828

Alcenia Wright
P.O. Box 357
Arlington, OR 97812
541-980-3179
Expires: April 2022

Louis Rucker
P.O. Box 573
Arlington, OR 97812
541-454-2846
Expires: April 2022

Larry Hardie
P.O. Box 573
Condon, OR 97823
541-384-4182
541-384-5717 work
Expires: April 2019

Four Year Terms

Denise Ball
PO Box 578
Arlington, OR 97812
541-980-2786
esmoothz@yahoo.com

February 13, 2018

Board of Commissioners
Port of Arlington
Arlington, OR 97812

Dear Commissioners:

I would like to inform you that I am resigning from my position as Administrative Assistant for the Port of Arlington, effective September 29, 2018.

I want to thank you for the support and the opportunities that both the Board and Port Manager Peter Mitchell have provided me during the past seven years. I have truly enjoyed my tenure with the Port of Arlington, and am more than grateful for the encouragement you have given me in performing my professional duties.

I will be happy to train my successor during the final two months of my employment in order to facilitate the seamless passing of my responsibilities.

Sincerely,

A handwritten signature in cursive script that reads "Denise Ball".

Denise Ball