



AGENDA

Thursday, April 13, 2023 - 5:00 pm

Meeting Location: Port Office, Port Island Road, Arlington, OR 97812

Join Zoom Meeting

<https://us02web.zoom.us/j/85648511236>

Meeting ID: 856 4851 1236

+16699006833,,85648511236# US (San Jose)

+12532158782,,85648511236# US (Tacoma)

Budget Workshop Agenda

Thursday, April 13, 2023 - 5:00 pm

1. Budget Message & Proposed Budget
2. Committee Review & Input
3. Budget Motions
 - A. Permanent Tax Rate
 - B. Proposed Budget

Regular Commission Meeting Agenda

Immediately following Budget Workshop

1. Call Meeting to Order
2. Public Comment on Non-Agenda Items
3. Additions to the Agenda
4. Consent Agenda
 - A. Approve Regular Meeting Minutes for March 9 & Special Meeting Minutes for March 16, 2023
 - B. Approve March 2023 Accounts Payable and Financials
5. Director Report
 - A. Proctor Property Update
 1. Annexation & Zoning – Planning Commission April 20, City Council May 3
 2. Survey & Partition Plat – Review Proposal & Work Order
 3. Gilliam County IGA – Joint Project(s) – Update Exhibit A
 - B. Sheriff Building – Preliminary Design – Vernon Grey, Design/Drafting Proposal
 - C. “Arlington” Sign & Lighting Repair – Review Proposal
 - D. Draft Updated Employee Work Time Policy, Resolution 2023-154
 - E. Marina Water Conditions
 - F. Strategic Business Plan – Draft Goals & Priorities
6. President Report
7. Commissioner Reports
8. Executive Session (*Placeholder*) ORS 129.660(2)(e) – To conduct deliberations with persons designated by governing body to negotiate real property transactions.
9. Decision or deliberations on Real Estate Transactions (*Placeholder*).
10. Next Meeting – Thursday, May 11, 2023, 5 p.m. in Lower Gronquist Conference Room, Arlington.
11. Adjourn Meeting

Environmental Sentry Corp Meeting Agenda

Immediately following Port Commission Meeting

1. Call Meeting to Order
2. Agreement Regarding Transfer of Real Property and Abatement – and Bargain and Sale Deed
City of Condon to Port of Arlington Environmental Sentry Corp – Old Condon Grade School Property
3. Update Authorized Bank Account Signers

This meeting location is accessible to persons with disabilities. A request for special accommodations should be made at least 48 hours before the meeting by phone at (541) 705-2004.

Posted: Port Office and Website. www.portofarlington.com



DIRECTOR REPORT

April 6, 2023

Preliminary Budget

The Preliminary Budget documents are being prepared and reviewed. Additional materials will be shared as they become available for the upcoming Budget Committee Workshop.

5.A. Proctor Property Update

Annexation Application was submitted to City of Arlington and is planned for May 3 City Council. Survey & Partition Plat – Review Proposals/Work Orders by Survey firms to keep moving forward. The objective is to first create new tax lots, by Partition Plat, to be able to sell the house and shop, and to focus engineering design on the front northeast portion for eventual workforce housing. The Gilliam County IGA will be updated for joint project(s) upon mutual review and consideration.

5.B. Sheriff Building – Preliminary Design

Sheriff Gary Bettencourt asked for potential options to design/construct a build-to-suit facility. Vernon Grey created the initial concept, to be sited on Port land between Watco and Gronquist. The building configuration was then adjusted and refined for practical use and long-term needs. The attached Design/Drafting Proposal will advance mutual understanding with Gilliam County. Then, as costs are determined, we will establish resulting construction and long-term rental rates. ***Recommendation: Approve preparation of Layout/Construction Plans by Vernon Grey Design in an amount not-to-exceed \$8,594.***

5.C. “Arlington” Sign & Lighting Repair

We are awaiting repair estimates for work to be performed. We’ll review and report upon received.

5.D. Draft Updated Employee Work Time Policy, Resolution 2023-154

Please review the attached draft. We can consider as first-reading and receive input and direction.

5.E. Marina Water Conditions

Concerns were shared at City Council regarding water conditions and seaweed accumulations. The Corps may have resources to address these types of issues.

5.F. Strategic Business Plan – Draft Goals and Priorities

Cori Mikkalo prepared the attached draft goals. I inserted draft priorities, to my understanding. Please review and give constructive feedback that can help us achieve our goals and objectives. We will have another workshop to discuss and refine further.

ENVIRONMENTAL SENTRY CORP

2. Agreement Regarding Transfer of Real Property and Abatement

City of Condon approved the attached Agreement and the Bargain and Sale Deed on Apr 5. ***Recommendation: Approval of Agreement for Transfer of Real Property and Abatement.***

3. Update Authorized Bank Account Signers

Recommendation: Add Leah Shannon and Jed Crowther as signers for bank accounts of Port of Arlington Environmental Sentry Corp.

**PORT OF ARLINGTON
BUDGET COMMITTEE MEETING MINUTES**

The meeting was called to order by Chair _____ at 5:___ pm in the Port Office Building, 100 Port Island Way, Arlington, Oregon on **Thursday, April 13, 2023.**

Nominations

Nominations were made for Committee President. Elected by vote: _____.

Nominations were made for Committee Secretary. Elected by vote: _____.

Attendance

Present at the meeting were:

Leah Shannon _____	Denise Ball _____	Jed Crowther _____
Ron Wilson _____	Larry Hardie _____	Kayla Rayburn _____
Kathryn Greiner _____	Tim Wetherell _____	
Gibb Wilkins _____	Denny Newell _____	
Kip Krebs _____	Louis Rucker _____	

Budget Message & Proposed Budget

The Budget Message was shared, and the Proposed Budget was presented by staff.

Discussion was held on the Budget Message and Proposed Budget.

Motions

**1. With a motion by _____, seconded by _____,
the Budget Committee approved the permanent tax rate of \$0.1425 per thousand.**

Roll Call Vote: _____.

**2. The Proposed Budget was approved (or amended and approved) with a motion by
_____, seconded by _____.**

Roll Call Vote: _____.

Adjournment

The Budget Committee meeting was adjourned at _____ pm.

President

Secretary

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

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

Present: President Leah Shannon; Commissioners: Kathryn Greiner, Gibb Wilkins (via zoom 5:17), and Kip Krebs; Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn (via zoom)

Absent: Vice President Ron Wilson

Audience:

2. Public Comment

No public comment

3. Additions to the Agenda

4. Consent Agenda

4.1. Approve Regular Meeting Minutes for February 9, 2023

Rayburn advised she made the correction in section 8.6 of the minutes. She changed Council to Commissioners.

4.2. Approve February 2023 Accounts Payable and Financials

Motion: Greiner moved, and Krebs seconded to approve regular meeting minutes for February 9, 2023, with the change to the minutes in section 8.6, and February 2023 Accounts Payable and Financials. Motion carried unopposed.

5. Director Report

5.1. Strategic Business Plan

Crowther wanted to acknowledge the work Cori was putting in. He was pleased with the feedback overall and found some areas where he can make some improvements moving forward.

5.2. Work Force Housing

Crowther felt there was a good joint meeting with the county about housing development. One thing specific was the Condon Grade school. He talked to Karen Homolac regarding the Brownfield grant possibilities and what the next steps are that should be taken. He then said he is thinking that the Environmental Sentry Corp. can take ownership of the property in April possibly. Greiner stated she would work with her city attorney to get something drafted. He then went into a rough timeline that he had planned for the school, and when money would be coming in.

5.3. Enterprise Zone Designation

The port in the past has been a consenting party for the enterprise zone, but the county has requested that we become a co-sponsor. At this time there is no action needed, but we will need to make a resolution in April to become a co-sponsor if that is decided.

5.4. Hangar Building Electrical Repair

When the lease with Paul Jayo was completed, and a walk-through inspection occurred there was some electrical work that needed to be completed before it was released. The Port received 3 bids for the project, and the bids were: Shelco Electric, Inc. \$10,778.00, Hage Electric \$9,350.00, and SherCo Electric \$8,182.00.

Motion: Greiner moved, and Krebs seconded to award the bid to SherCo Electric in the amount of \$8,182.00 for the Hanger building electrical work. Motion carried unopposed.

5.5. Promotion

Crowther stated he would let President Shannon discuss this in her Presidents report.

5.6. Employee Handbook Update

Wanted to put some clarity about sick, PTO, flex, etc. in the handbook but had not received the material he needed from SDAO yet to have it finished for this meeting.

5.7. Amendment of Lease Agreement

There have been some complications with Rivers Edge lease. This is an extension of the original lease from July 2020 to July 2023. Greiner wanted clarification on what this new lease is for. Cleaveland explained that this newest lease nullifies the last lease, and puts Pat back on the lease, so that Pat Shannon and David Richter are co-lesers now. Greiner asked do they need to ratify every contract or can Jed have board approval to sign contracts. Cleaveland stated new leases, yes they need to go in front of the board for approval, but existing leases could be updated by Crowther, but he still advised it's best practice for them to go in front of the board for approval. President Shannon declared a conflict of interest concerning the amendment of the lease agreement to Rivers Edge Deli because it is owned by her spouse who is going back on as a co-leaser and is excusing herself.

Motion: Wilkins moved, and Krebs seconded to approve the amendment lease agreement for Rivers Edge with Jed's signature. Motion carried with 3 yeses, and President Shannon excused herself from the vote declaring conflict.

5.8. Intergovernmental Agreement Amendment

After the meeting with the county and meetings with Delany it was decided that instead of a blanket assignment for the IGA they would bring a specific project for approval. Cleaveland then explained what the current/past agreements were for the IGA. Commissioner Shannon asked if that would delay a time sensitive project. Greiner and President Shannon were both under the impression it was going to be open ended, with the stipulation it had to just be designated towards workforce housing. Discussion followed regarding what was discussed and if the IGA should be amended. With Cleveland's recommendation it was agreed that the IGA would be left the way it is, until there is a specific project decided. Cleaveland stated this is a situation where he would love to have a conversation with the county's legal team in this regard if the IGA were to be amended.

5.9. Industrial grant

Crowther Suggested to apply for the Willow creek site to study for potentially powering the location, or other studies for the Willow Creek property. The grant is through business Oregon and ranges from \$25,000-\$100,000. This isn't for a project, but for a study of the land to work on a project in the future. President Shannon asked what they thought they should ask for, and discussion followed. Krebs asked if Crowther looked into the moving truck to rail grants. It's putting grain on rails rather than trucking it on the freeway. At this time Crowther had not been able to yet.

Motion: Greiner moved, and Krebs seconded for Crowther to apply for the Industrial Grant through Business Oregon for up to \$50,000 for the Willow Creek property. Motion carried unopposed.

6. Presidents Report

President Shannon stated she has mostly been involved lately with joint meetings with the cities, county, and port regarding housing mainly, and some about daycare. She was able to get a drone pilot from WM to fly in close to the elevator to get a better idea about the Arlington sign. This way they can investigate what it will cost to repair the sign. There was a company from Pendleton that was able to go up on top of the elevator to look at it in person and will give some range of bids for repair. Crowther

made some examples of what murals could look like on the front of the elevator. President Shannon would like to collaborate with the Cities, Port and county in the mural and sign. Wilkins stated since it was in city limits, we would need to get approval from the city.

7. Commissioner Reports

- 7.1. Greiner:** She doesn't have a lot, but she is getting a lot of pressure about the Condon Airport so she would like to discuss that at a future meeting.
- 7.2. Krebs:** The Ranch he works for is doing some work, and they have a guy who will be 8 miles away from the Willow Creek property. He is trying to get a bid from him for the port, regarding what it would cost to level the Willow Creek area for a lay down pad. Crowther stated he was able to connect with Dewey and there is 80,000 cubic feet of gravel there. He doesn't think that the county could move that much on this short of notice. Kip said it did take them 2 years for them to get the caterpillar available to rent. They discussed possible options that could be done, or worked with so that we could possibly make a lay down yard. This individual also does paving so he may be a good person to utilize for future projects.
- 7.3. Wilkins:** Did the walk through with Mall Foster Longi for the phase 1 environmental study of the Condon Grade School.

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

Shannon Opened Executive Session ORS 129.660(2)(e) at 6:14pm
Shannon Adjourned Executive Session at 7:43pm

No action was taken during the Executive Session.

9. Next Meeting

Thursday, April 13, 2023, at 5:00pm in Arlington, Budget Committee Meeting followed by Regular Board Meeting.

10. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 7:44 pm.

President Leah Shannon

Vice President Ron Wilson

**Special Meeting
MINUTES
4:00PM
VIA zoom**

1. The Port of Arlington Commission meeting was called to order at 4:00pm by President Leah Shannon.

Present: President Leah Shannon (via Zoom); Commissioners: Kathryn Greiner (via Zoom), Gibb Wilkins (via zoom), and Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn (via zoom in office)

Absent: Vice President Ron Wilson and Kip Krebs

Audience: Julius Courtney and Lee Docken (Via zoom in Port Office)

2. Public Comment- none

3. Executive Session ORS 129.660(2)(e): To conduct deliberations with persons designated by governing body to negotiate real property transactions.

Shannon Opened Executive Session ORS 129.660(2)(e) at 4:00pm

Shannon Adjourned Executive Session at 4:05pm

Motion: Wilkins move and Greiner seconded to approve the Port to enter into a Residential Real Estate Agreement with Tom & Nancy Proctor to purchase their 39.45-acre parcel including home, shop, and land, in the amount of \$800,000 located at 1500 Main Street, Arlington, OR. Motion passed unanimously.

4. Next Meeting

Port Budget committee meeting on April 13, 2023, at 5:00pm followed by the Regular Commission Meeting.

5. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 4:07pm.

President Leah Shannon

Vice President Ron Wilson

**Port of Arlington
Regular Monthly Commission Meeting
Thursday, April 13, 2023
MARCH 2023 PAYABLES**

Resources:

Deposits and Credits through 3/31/2023 (see attached detail)

Total Deposits and Credits– All Accounts \$55,851.68

Expenses:

Checks Written: 10104 through 10120

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

Total Expenses and Transfers– All Accounts (\$59,483.67)

Bank Balance Information:

Ending Balance as of 03/31/2023: Bank of Eastern Oregon Checking: \$ 822,566.86

Bank of E. Oregon Reserve Fund: \$ 79,529.62

Bank of E. Oregon Muni Market Fund: \$ 91,808.76

LGIP: (02/28/2023) \$1,022,999.36

PORT OF ARLINGTON
Profit & Loss Budget Performance
July 2022 through June 2023

	Budget		Jul '22 - Jun 23		YTD Budget	Annual Budget
Ordinary Income/Expense						
Income						
5200 - Gronquist Resources						
5203-3 - Richter's Property taxes	2,000.00		2,000.00			35,375.00
5207-1 - Richter Lease	6,750.00		6,750.00			100.00
5217 - Grant County	0.00		0.00			1,000.00
5216 - Donations / Gifts	0.00	35,375.00	0.00			10,000.00
5215 - Unanticipated Grant	0.00	1,000.00	0.00			9,000.00
5214 - Tax Reserve Triple Net	0.00	10,000.00	0.00			7,000.00
5213 - Office Space #4	0.00	9,000.00	0.00			20,000.00
5212 - Office Space Lease #3	0.00	7,000.00	0.00			1,500.00
5211 - Office Space Lease #2	7,175.00	12,300.00	7,175.00			0.00
5210 - Office Space Lease #1	1,025.00	20,000.00	1,025.00			0.00
5207 - Cleaning Fee Deposit	0.00	1,500.00	0.00			0.00
5206 - Kitchen Rental	0.00	0.00	0.00			0.00
5205 - China Creek Room Rental	0.00	0.00	0.00			3,500.00
5204 - Columbia Room Rental	790.00	3,500.00	790.00			25,000.00
5203 - Shannon Lease	15,750.00	15,750.00	15,750.00			0.00
5202 - Transfer in From General Fund	0.00	0.00	0.00			
Total 5200 - Gronquist Resources	33,490.00	124,775.00	33,490.00		124,775.00	124,775.00
GENERAL FUND RESOURCES						
Beginning Fund Balance	38,043.20		38,043.20			1,665,570.00
4000 - Carryover Balance	0.00		0.00			0.00
4010 - Taxes-Current	0.00		0.00			3,500.00
4011 - Taxes-PIROW	144,230.06		144,230.06			0.00
4020 - Interest - ROW Checking	181.47		181.47			0.00
4021 - Interest - Bets A/C	1,195.02		1,195.02			0.00
4022 - Interest - LGIP A/C	13,510.39		13,510.39			7,000.00
4030 - Land Rental	1,650.00		1,650.00			6,600.00
4050 - Grain Elevator Lease Pymt	118,459.81		118,459.81			118,460.00
4110 - Grants Income	0.00		0.00			0.00
4111 - OSMB Grant	0.00		0.00			1,000.00
4112 - Connect Oregon Grant	0.00	1,000.00	0.00			1,000.00
4113 - Gilliam County Grant	15,375.00		15,375.00			1,000.00
4114 - Unanticipated Grant Funds	0.00	1,000.00	0.00			1,000.00
4120 - MAPS Grant	0.00	7,000.00	0.00			7,000.00
4110 - Grants Income - Other	0.00	0.00	0.00			0.00
Total 4110 - Grants Income	15,375.00	10,000.00	15,375.00		10,000.00	10,000.00
4210 - Marina Revenue	8,301.00		8,301.00			10,000.00
4211 - RV Park Revenues						
4211-1 - RV Park Monthly Rent	32,730.00		32,730.00			0.00
4211-2 - RV Park Weekly Rent	1,730.00		1,730.00			0.00
4211-3 - RV Park Daily Rent	4,270.00		4,270.00			0.00
4211-4 - RV Park Dry Camp	11,495.00		11,495.00			0.00
4211-5 - Monthly TV	0.00		0.00			0.00
4211 - RV Park Revenues - Other	266.22		266.22			50,000.00
Total 4211 - RV Park Revenues	50,491.22	50,000.00	50,491.22		50,000.00	50,000.00
4213 - Marina Fuel Revenue						
4213-2 - Gasoline Sales	787.54		787.54			0.00
4213-1 - Diesel Sales	1,189.21		1,189.21			0.00
4213 - Marina Fuel Revenue - Other	14,887.05	15,000.00	14,887.05		15,000.00	15,000.00
Total 4213 - Marina Fuel Revenue	16,663.80	15,000.00	16,663.80		15,000.00	15,000.00
4214 - Marina Power and Water Revenue	731.25		731.25			250.00
4340 - Willow Creek Rock Sales	0.00		0.00			0.00
4350 - Willow Creek Lease Revenue	5,000.00		5,000.00			11,200.00
4400 - Donations/Gifts						
4411-8 - shower Donation	198.54		198.54			100.00
4400 - Donations/Gifts - Other	30.00		30.00			100.00
Total 4400 - Donations/Gifts	228.54	100.00	228.54		100.00	100.00
4500 - Miscellaneous Income	1,331.50		1,331.50			100.00
Total 4500 - Miscellaneous Income	1,331.50	100.00	1,331.50		100.00	100.00
Total GENERAL FUND RESOURCES	415,592.48	1,897,780.00	415,592.48		1,897,780.00	1,897,780.00
5000 - ECONOMIC DEVELOP FUND RESOURCES						
5034 - Taxes Collected for Triple Net	4,490.00		4,490.00			9,500.00
5005 - Carryover (cash basis)	0.00		0.00			359,349.00
5030 - Land Rental Mesa	0.00		0.00			1,000.00
5031 - Building Lease 11-002	162,838.78		162,838.78			100,000.00
5032 - Building Lease 11-004	7,500.00		7,500.00			18,000.00
5033 - Flex Bldg Lease	19,750.00		19,750.00			39,000.00

PORT OF ARLINGTON
Profit & Loss Budget Performance
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	Jul '22 - Jun 23	YTD Budget	Annual Budget
5113 - Grants - Gilliam County	0.00	1,000.00	0.00	1,000.00	1,000.00
5114 - Unanticipated Grant Funds	0.00	1,000.00	0.00	1,000.00	1,000.00
5130 - SIP Funds	0.00	25,000.00	0.00	25,000.00	25,000.00
5600 - Transfer from General Fund	0.00	400,000.00	0.00	400,000.00	400,000.00
Total 5000 - ECONOMIC DEVELOP FUND RESOUR...	194,578.78	953,849.00	194,578.78	953,849.00	953,849.00
RESERVE FUND RESOURCES					
9000 - Reserve Fund Beginning Balance	0.00	77,948.00	0.00	77,948.00	77,948.00
9001 - Transfer from General Fund	0.00	11,846.00	0.00	11,846.00	11,846.00
9002 - Interest Earned Reserve Fund	1,035.19	400.00	1,035.19	400.00	400.00
Total RESERVE FUND RESOURCES	1,035.19	90,194.00	1,035.19	90,194.00	90,194.00
Total Income	644,696.45	3,066,598.00	644,696.45	3,066,598.00	3,066,598.00
Expense					
8500 - Gronquist Fund Expenses					
GRONQUIST CAPITOL OUTLAY					
8633 - Grant Match Gilliam County	7,200.00	0.00	7,200.00	0.00	0.00
8632 - Tenant Improvement/Building Imp	0.00	45,125.00	0.00	45,125.00	45,125.00
8631 - Land Improvement & Development	0.00	1,000.00	0.00	1,000.00	1,000.00
Total GRONQUIST CAPITOL OUTLAY	7,200.00	46,125.00	7,200.00	46,125.00	46,125.00
8630 - CONTINGENCY	0.00	24,650.00	0.00	24,650.00	24,650.00
Materials and Services					
8539 - Misc	0.00	0.00	0.00	0.00	0.00
8538 - Cleaning Fee Reimbursed	0.00	1,500.00	0.00	1,500.00	1,500.00
8537 - Bad Dept Write Off	0.00	100.00	0.00	100.00	100.00
8536 - Property Taxes	0.00	5,000.00	0.00	5,000.00	5,000.00
8535 - Advertising	0.00	1,000.00	0.00	1,000.00	1,000.00
8534 - Donations	0.00	100.00	0.00	100.00	100.00
8533 - Miscellaneous	0.00	1,000.00	0.00	1,000.00	1,000.00
8532 - Pest Control / Fertilizer	0.00	300.00	0.00	300.00	300.00
8531 - Alarm Monitoring	486.00	800.00	486.00	800.00	800.00
8523b - Building Maintenance	4,789.48	0.00	4,789.48	0.00	0.00
8523a - Fire Suppression System Inspec	743.23	3,800.00	743.23	3,800.00	3,800.00
8528 - Supplies	505.45	1,500.00	505.45	1,500.00	1,500.00
8527 - Telephone and Internet	576.00	800.00	576.00	800.00	800.00
8526 - Audit, Budget, Legal Notices	0.00	500.00	0.00	500.00	500.00
8525 - Credit Card Fees	16.69	0.00	16.69	0.00	0.00
8524 - Insurance / Subscriptions / Fees	40.00	1,000.00	40.00	1,000.00	1,000.00
8523 - Legal Fees	651.00	3,000.00	651.00	3,000.00	3,000.00
8522 - Office Supplies and Equipment	833.43	1,000.00	833.43	1,000.00	1,000.00
8521 - Utilities	4,727.49	10,000.00	4,727.49	10,000.00	10,000.00
Total Materials and Services	13,368.77	32,400.00	13,368.77	32,400.00	32,400.00
Personnel Services					
8514 - Employee Benefits - Retirement	0.00	1,650.00	0.00	1,650.00	1,650.00
8513 - Employee Benefits Insurance	0.00	4,200.00	0.00	4,200.00	4,200.00
8512 - Workers Comp Insurance	0.00	550.00	0.00	550.00	550.00
8511 - Payroll Taxes	0.00	2,000.00	0.00	2,000.00	2,000.00
8510-3 - Maintenance	2,287.44	13,100.00	2,287.44	13,100.00	13,100.00
8510-2 - Event Coordinator	0.00	100.00	0.00	100.00	100.00
8510-1 - Administrative Assistant	0.00	0.00	0.00	0.00	0.00
8510 - Port Manager	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	2,287.44	21,600.00	2,287.44	21,600.00	21,600.00
8500 - Gronquist Fund Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 8500 - Gronquist Fund Expenses	22,856.21	124,775.00	22,856.21	124,775.00	124,775.00
8550 - Payroll Expenses	178,819.65	0.00	178,819.65	0.00	0.00
GENERAL FUND EXPENSES					
ADMINISTRATION EXPENSES					
6000 - Personal Services - AD					
6008 - Port Manager	7,630.62	45,500.00	7,630.62	45,500.00	45,500.00
6009 - Administrative Assistant	7,374.40	45,000.00	7,374.40	45,000.00	45,000.00
6011 - Payroll Taxes - Staff	2,522.49	14,000.00	2,522.49	14,000.00	14,000.00
6012 - Training	408.17	2,500.00	408.17	2,500.00	2,500.00
6013 - Workmen Compensation	0.00	1,100.00	0.00	1,100.00	1,100.00
6015 - Employee Benefits Insurance	84,975.45	53,600.00	84,975.45	53,600.00	53,600.00
6016 - Employee Benefits Retirement	3,619.91	11,500.00	3,619.91	11,500.00	11,500.00
6010 - Personal Services - AD - Other	10,577.41	173,200.00	10,577.41	173,200.00	173,200.00
Total 6000 - Personal Services - AD	117,108.45	173,200.00	117,108.45	173,200.00	173,200.00

PORT OF ARLINGTON
Profit & Loss Budget Performance

July 2022 through June 2023

	Budget	Jul '22 - Jun 23	YTD Budget	Annual Budget
6100 - Materials and Services - AD				
6110 - Internet Service	0.00	0.00	0.00	0.00
6111 - Utilities	9,317.04	9,317.04	4,000.00	4,000.00
6112 - Office Supplies and Equipment	3,672.97	3,672.97	6,112.00	6,112.00
6113 - Legal Fees	4,188.76	4,188.76	8,000.00	8,000.00
6114 - Insurance, Treasurer Bond	0.00	0.00	500.00	500.00
6115 - Dues, Subscriptions, Fees	2,094.44	2,094.44	3,800.00	3,800.00
6115-1 - Credit Card Fees	3,382.41	3,382.41	7,000.00	7,000.00
Total 6115 - Dues, Subscriptions, Fees - Other	5,476.85	5,476.85	10,800.00	10,800.00
6116 - Audit, Budget, Legal Notices	308.50	308.50	10,000.00	10,000.00
6117 - Telephone and Internet Srv.	1,982.64	1,982.64	2,000.00	2,000.00
6118 - Advertising - AD	0.00	0.00	250.00	250.00
6119 - Commissioner Fees/Expenses	1,551.84	1,551.84	3,000.00	3,000.00
6120 - Medi/SS for Commissioners	0.00	0.00	300.00	300.00
6121 - Donations	600.00	600.00	1,000.00	1,000.00
6122 - Meetings and Elections	455.54	455.54	2,000.00	2,000.00
6123 - Miscellaneous - AD	448.02	448.02	200.00	200.00
6124 - Consultant Services	0.00	0.00	1,000.00	1,000.00
6125 - Training	75.00	75.00	100.00	100.00
6126 - Contingency	0.00	0.00	100,000.00	100,000.00
6127 - Commissioner Conference & Trave	0.00	0.00	3,000.00	3,000.00
6128 - Staff Travel/Food/Lodging	268.56	268.56	500.00	500.00
6129 - Postage	60.00	60.00	700.00	700.00
6130 - Bad Debt Write Off	0.00	0.00	100.00	100.00
6110 - Materials and Services - AD - Other	0.00	0.00	0.00	0.00
Total 6100 - Materials and Services - AD	28,385.72	28,385.72	153,462.00	153,462.00
6150 - Capital Outlay - AD	0.00	0.00	100,000.00	100,000.00
6151 - Land/Improvements/Developments	0.00	0.00	50,000.00	50,000.00
6152 - Engineering and Survey	760.70	760.70	150,000.00	150,000.00
6154 - Office Equipment	0.00	0.00	411,846.00	411,846.00
Total 6150 - Capital Outlay - AD	760.70	760.70	150,000.00	150,000.00
6170 - Transfers Out of General Fund	0.00	0.00	411,846.00	411,846.00
Total ADMINISTRATION EXPENSES	146,254.87	146,254.87	888,508.00	888,508.00
ISLAND PARK				
6600 - Personal Services				
6615 - Employee Retirement	0.00	0.00	1,650.00	1,650.00
6614 - Employee Benefits	0.00	0.00	4,200.00	4,200.00
6610 - Maintenance Person	2,287.44	2,287.44	13,100.00	13,100.00
6611 - Payroll Taxes	0.00	0.00	2,000.00	2,000.00
6612 - Worker's Comp Insurance	0.00	0.00	550.00	550.00
6613 - Other	0.00	0.00	0.00	0.00
Total 6600 - Personal Services	2,287.44	2,287.44	21,500.00	21,500.00
6620 - Materials & Services				
6621 - Water Fees	0.00	0.00	5,000.00	5,000.00
6622 - Sanitation	738.00	738.00	1,500.00	1,500.00
6623 - Comfort Station Supplies	832.98	832.98	3,000.00	3,000.00
6624 - Park Electricity	5,086.19	5,086.19	5,000.00	5,000.00
6625 - Pest Control / Chem & Fert.	0.00	0.00	1,000.00	1,000.00
6626 - Insurance	1,957.00	1,957.00	2,500.00	2,500.00
6627 - Park Maintenance & Supplies	2,949.43	2,949.43	4,000.00	4,000.00
6628 - Miscellaneous	0.00	0.00	100.00	100.00
6620 - Materials & Services - Other	32.20	32.20	22,100.00	22,100.00
Total 6620 - Materials & Services	11,605.80	11,605.80	88,500.00	88,500.00
6630 - Capital Outlay				
6635 - Marine Board Grant Match	0.00	0.00	0.00	0.00
6635 - Grant Match Is/Erosion Repair	0.00	0.00	0.00	0.00
6634 - Construction Grant	0.00	0.00	0.00	0.00
6631 - Park Improvements	851.92	851.92	5,000.00	5,000.00
6632 - Engineering & Surveying	0.00	0.00	500.00	500.00
6633 - Island Park Construction Grant	0.00	0.00	0.00	0.00
Total 6630 - Capital Outlay	851.92	851.92	5,500.00	5,500.00
ISLAND PARK - Other	210.00	210.00	48,100.00	48,100.00
Total ISLAND PARK	14,955.16	14,955.16	88,500.00	88,500.00
MARINA				
6700 - Personal Services				
Total 6700 - Personal Services	0.00	0.00	0.00	0.00

PORT OF ARLINGTON
Profit & Loss Budget Performance

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	Jul '22 - Jun 23	YTD Budget	Annual Budget
6714 - Employee Retirement	0.00	1,100.00	0.00	1,100.00	1,100.00
6710 - Maintenance Person	1,524.96	8,800.00	1,524.96	8,800.00	8,800.00
6711 - Payroll Taxes	0.00	1,300.00	0.00	1,300.00	1,300.00
6712 - Worker's Comp Insurance	0.00	200.00	0.00	200.00	200.00
6713 - Other	0.00	2,800.00	0.00	2,800.00	2,800.00
6700 - Personal Services - Other	0.00	0.00	0.00	0.00	0.00
Total 6700 - Personal Services	1,524.96	14,200.00	1,524.96	14,200.00	14,200.00
6720 - Materials & Services	0.00	5,000.00	0.00	5,000.00	5,000.00
6721 - Marina Electricity	0.00	0.00	0.00	0.00	0.00
6722 - OMB Repairs - 1/2 MAPS	0.00	0.00	0.00	0.00	0.00
6723 - Insurance	1,957.00	2,700.00	1,957.00	2,700.00	2,700.00
6724 - Marina Maint. & Supplies	285.01	5,000.00	285.01	5,000.00	5,000.00
6725 - Miscellaneous	0.00	500.00	0.00	500.00	500.00
6726 - Contractual Services	1,198.00	5,000.00	1,198.00	5,000.00	5,000.00
6727 - Marina Fuel	3,593.25	0.00	3,593.25	0.00	0.00
6727-2 - Marina Diesel	12,449.14	0.00	12,449.14	0.00	0.00
6727 - Marina Fuel - Other	421.00	25,000.00	421.00	25,000.00	25,000.00
Total 6727 - Marina Fuel	16,463.39	25,000.00	16,463.39	25,000.00	25,000.00
6720 - Materials & Services - Other	19.89	43,200.00	19.89	43,200.00	43,200.00
Total 6720 - Materials & Services	19,924.29	43,200.00	19,924.29	43,200.00	43,200.00
6730 - Capital Outlay	375.00	100.00	375.00	100.00	100.00
6731 - Marina Improvements	0.00	100.00	0.00	100.00	100.00
6732 - Engineering & Surveying	0.00	0.00	0.00	0.00	0.00
6733 - Marina Equipment	0.00	100.00	0.00	100.00	100.00
6734 - Marina Improvements Other	0.00	0.00	0.00	0.00	0.00
Total 6730 - Capital Outlay	375.00	300.00	375.00	300.00	300.00
MARINA - Other	0.00	0.00	0.00	0.00	0.00
Total MARINA	21,824.25	57,700.00	21,824.25	57,700.00	57,700.00
RV PARK EXPENSES	0.00	1,100.00	0.00	1,100.00	1,100.00
6314 - Employee Retirement	1,524.96	8,800.00	1,524.96	8,800.00	8,800.00
6300 - Personal Services - RV	0.00	1,300.00	0.00	1,300.00	1,300.00
6310 - Maintenance Person - RV	0.00	200.00	0.00	200.00	200.00
6311 - Payroll Taxes, Maintenance - RV	0.00	2,800.00	0.00	2,800.00	2,800.00
6312 - Workmens Compensation - RV	0.00	0.00	0.00	0.00	0.00
6313 - Employee Benefits- RV	0.00	0.00	0.00	0.00	0.00
Total 6300 - Personal Services - RV	1,524.96	13,100.00	1,524.96	13,100.00	13,100.00
6320 - Materials & Services - RV	2,859.89	5,000.00	2,859.89	5,000.00	5,000.00
6321 - Water Fees - RV	1,502.00	2,000.00	1,502.00	2,000.00	2,000.00
6322 - Sanitation - RV	0.00	13,000.00	0.00	13,000.00	13,000.00
6323 - Electricity - RV Park	0.00	1,000.00	0.00	1,000.00	1,000.00
6324 - WiFi - RV	1,170.00	1,000.00	1,170.00	1,000.00	1,000.00
6325 - Advertising - RV	307.00	500.00	307.00	500.00	500.00
6326 - Maintenance & Supplies - RV	502.73	2,000.00	502.73	2,000.00	2,000.00
6327 - Insurance - RV	1,957.00	250.00	1,957.00	250.00	250.00
6328 - Misc. - RV	0.00	6,500.00	0.00	6,500.00	6,500.00
6329 - Sewer	3,481.50	0.00	3,481.50	0.00	0.00
6330 - Donations & Gifts Expense	-11.00	0.00	-11.00	0.00	0.00
Total 6320 - Materials & Services - RV	11,769.12	35,750.00	11,769.12	35,750.00	35,750.00
6340 - Capital Outlay - RV	0.00	100.00	0.00	100.00	100.00
6341 - RV Park Const Improv	0.00	10,000.00	0.00	10,000.00	10,000.00
6343 - Grant Match	0.00	0.00	0.00	0.00	0.00
6344 - RV Park Equipment	0.00	10,200.00	0.00	10,200.00	10,200.00
Total 6340 - Capital Outlay - RV	0.00	10,200.00	0.00	10,200.00	10,200.00
RV PARK EXPENSES - Other	-105.00	0.00	-105.00	0.00	0.00
Total RV PARK EXPENSES	13,189.08	60,150.00	13,189.08	60,150.00	60,150.00
WILLOW CREEK QUARRY	21.00	4,000.00	21.00	4,000.00	4,000.00
6520 - Materials & Services - WQ	0.00	100.00	0.00	100.00	100.00
6522 - Legal Fees - WQ	0.00	0.00	0.00	0.00	0.00
6523 - Miscellaneous - WQ	0.00	0.00	0.00	0.00	0.00
6524 - Travel	1,260.00	0.00	1,260.00	0.00	0.00
6525 - Contractual Services	0.00	0.00	0.00	0.00	0.00
Total 6520 - Materials & Services - WQ	1,281.00	4,100.00	1,281.00	4,100.00	4,100.00

PORT OF ARLINGTON
Profit & Loss Budget Performance

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	Jul '22 - Jun 23	YTD Budget	Annual Budget
6540 - Capital Outlay - WQ					
6542 - Engineering & Surveying	0.00	48,000.00	0.00	48,000.00	48,000.00
6540 - Capital Outlay - WQ - Other	0.00	547,900.00	0.00	547,900.00	547,900.00
Total 6540 - Capital Outlay - WQ	0.00	595,900.00	0.00	595,900.00	595,900.00
Total WILLOW CREEK QUARRY	1,281.00	600,000.00	1,281.00	600,000.00	600,000.00
GENERAL FUND EXPENSES - Other	439.06	0.00	439.06	0.00	0.00
Total GENERAL FUND EXPENSES	197,943.42	1,655,458.00	197,943.42	1,655,458.00	1,655,458.00
6999 - Uncategorized Expenses					
1500 - Unappropriated Ending Fund Bal.	0.00	390,694.00	0.00	390,694.00	390,694.00
Total 6999 - Uncategorized Expenses	0.00	390,694.00	0.00	390,694.00	390,694.00
8400 - ECON.DEVELOP.FUND EXPENSES	7,583.32	60,760.00	7,583.32	60,760.00	60,760.00
PERSONNEL SERVICES					
8410 - Officer	7,583.32	45,500.00	7,583.32	45,500.00	45,500.00
8410-1 - Admin. Asst. 1/3	0.00	0.00	0.00	0.00	0.00
8411 - Payroll Taxes	0.00	6,900.00	0.00	6,900.00	6,900.00
8412 - Worker's Comp Ins.	0.00	660.00	0.00	660.00	660.00
8413 - Employee Benefits - Insurance	0.00	2,200.00	0.00	2,200.00	2,200.00
8414 - Employee Benefits - Retirement	0.00	5,500.00	0.00	5,500.00	5,500.00
Total PERSONNEL SERVICES	7,583.32	60,760.00	7,583.32	60,760.00	60,760.00
MATERIALS AND SERVICES					
8421 - Travel/food/Loging	0.00	4,000.00	0.00	4,000.00	4,000.00
8422 - Training/Seminars/Conventions	0.00	1,000.00	0.00	1,000.00	1,000.00
8423 - Legal Fees	126.00	5,000.00	126.00	5,000.00	5,000.00
8424 - Office Supplies & Equipment	246.35	2,000.00	246.35	2,000.00	2,000.00
8424-3 - Consultant	6,000.00	500.00	6,000.00	500.00	500.00
8425 - Utilities	0.00	3,500.00	0.00	3,500.00	3,500.00
8426 - Advertising & Marketing	672.00	1,500.00	672.00	1,500.00	1,500.00
8426-1 - Dues & Subscriptions	300.00	500.00	300.00	500.00	500.00
8426-2 - A Town Throw Down	0.00	2,100.00	0.00	2,100.00	2,100.00
8427 - Telephone & Internet Service	0.00	1,500.00	0.00	1,500.00	1,500.00
8428 - Website Develop. & Maint.	0.00	2,500.00	0.00	2,500.00	2,500.00
8429 - Building Insurance	14,283.00	15,000.00	14,283.00	15,000.00	15,000.00
8430 - City of Arlington Insitu Lease	3,600.00	0.00	3,600.00	0.00	0.00
8430-2 - Grant Match	0.00	1,000.00	0.00	1,000.00	1,000.00
8430-4 - Property Taxes	22,575.26	11,000.00	22,575.26	11,000.00	11,000.00
8433 - Telecom Infrastr Creation	0.00	0.00	0.00	0.00	0.00
8439 - Contingency	0.00	102,344.00	0.00	102,344.00	102,344.00
Total MATERIALS AND SERVICES	47,804.61	153,444.00	47,804.61	153,444.00	153,444.00
CAPITAL OUTLAY					
8431 - Land Improvements/Development	5,000.00	617,000.00	5,000.00	617,000.00	617,000.00
8432 - Engineering & Surveying	3,279.00	45,000.00	3,279.00	45,000.00	45,000.00
8435 - Building Projects/Tenant Improv	0.00	65,500.00	0.00	65,500.00	65,500.00
Total CAPITAL OUTLAY	8,279.00	727,500.00	8,279.00	727,500.00	727,500.00
DEBT SERVICE					
8441 - Loan - Principal	7,286.40	9,839.00	7,286.40	9,839.00	9,839.00
8442 - Loan - Interest	1,521.60	2,306.00	1,521.60	2,306.00	2,306.00
Total DEBT SERVICE	9,108.00	12,145.00	9,108.00	12,145.00	12,145.00
8400 - ECON.DEVELOP.FUND EXPENSES - Other	0.00	0.00	0.00	0.00	0.00
Total 8400 - ECON.DEVELOP.FUND EXPENSES	72,774.93	953,849.00	72,774.93	953,849.00	953,849.00
RESERVE FUND EXPENSES					
9500 - Repair, Maint.,Grant Match	0.00	90,194.00	0.00	90,194.00	90,194.00
Total RESERVE FUND EXPENSES	0.00	90,194.00	0.00	90,194.00	90,194.00
Total Expense	472,394.21	3,214,970.00	472,394.21	3,214,970.00	3,214,970.00
Net Ordinary Income	172,302.24	-148,372.00	172,302.24	-148,372.00	-148,372.00
Other Income/Expense					
Other Expenses					
8600 - Environ. Sentry Corp. Projects	2,343.09		2,343.09		
Total Other Expense	2,343.09		2,343.09		
Net Other Income	-2,343.09		-2,343.09		

PORT OF ARLINGTON
Profit & Loss Budget Performance
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	Jul '22 - Jun 23	YTD Budget	Annual Budget
Net Income	169,969.15	-148,372.00	169,969.15	-148,372.00	-148,372.00

Armstrong Surveying, Inc.

267 NE Second Street, STE 100 – Prineville, Oregon 97754-(541) 447-7791 – fax: (541) 416-1602

March 31, 2023

Jed Crowther
Port of Arlington

Re: Port of Arlington Surveying Services

Dear Jed,

Thank you for considering us for the Proctor Land Project. This proposal covers our cost proposal to prepare a Master Plan and finished Subdivision Plat for the Proctor Land Project. The cost for us to prepare the Master Plan and layout for the project would be \$7,600.00. The cost to set all the required monuments, draft the subdivision plat and record it with Gilliam County would be \$13,700.00.

-Total cost of the survey work for the above listed items = **\$21,300.00**.

Armstrong Surveying, Inc. reserves the right to amend the above figures if the scope of work is modified.

Thank you for considering us for this project and please to not hesitate to contact me with any questions or concerns.

Sincerely,

Todd R. Catterson PLS 53270,
Armstrong Surveying, Inc.



PO BOX 712 / CONDON / OR / 97823
541.384.3031 cel 503.706.1371 / vgdesign@ortelco.net

3/24/23

**Port of Arlington / Jed Crowther
Re: Plans for Gilliam County / Arlington Sheriffs Office**

We are pleased to submit this proposal for design / drafting services in preparation of construction plans for referenced project.

Scope of services:

The following services are proposed based upon description of project criteria initially presented by Jed Crowther via phone calls and emailed sketches, along with orientation meeting on Friday, 3/15/23 with Sheriff Gary Bettencourt. The total scope of project is outlined below:

1. Layout Plans for Client review consisting of lined-in preliminary floor plans, elevations and site sketch illustrating parking and traffic concepts.
2. Construction Plans completed per basic industry standards including:
 - Exterior elevations
 - Foundation plan
 - Floor plan
 - Cabinet elevations / Illustrative only
 - Floor and Roof frame plans
 - Cross sections and misc. structural details
3. Contract, coordinate and incorporate required structural engineering for Seismic / Wind Lateral Design to accompany completed Construction Plans.

Exclusions: Soils investigation / electrical and mechanical design and engineering / interior design, cabinet and interior built-in's detail and finish schedules.

Contractor may need to verify and note existing utility locations and hook-up information and on-site erosion control systems (if required by local building authorities).

(see next page)

Compensation:

Our \$65 per hour fee applies to all stages of plan preparation. The estimated total fee is for the estimate of time to complete the project.

Preliminary Layout / Design; 21 hours (to date) @ \$65/hr = \$1,365 (billed separately)

Square foot fee; 2,032 sf (building) x \$1.75 = \$3,556, 1,380 sf (garage) x \$.85 = \$1,173

Professional Lateral Engineering fee (estimate); \$2500.

Total Estimated Amount of project is \$8,594.

This fee is based upon the following assumptions;

1. Foundation to be of 'standard' (poured) construction with walls framed with wood studs.
2. Roof to be truss-framed, finished either with medium-weight comp. shingles.
3. Generic window and door types and sizing. Noted dimensioning to opening centers where applicable. (unless specific product specified)

Layout and Construction Plans to be delivered via e-mailed electronic "PDF" format files scaled for reproductions.

Reimbursable: All attempts have been made to anticipate time and materials needed to perform the services quoted above. Occasionally however, late-stage design or project scope changes or imposed extra engineering required during the permit process results in extra phone-time, plan revisions and re-plotting costs. These costs and time shall be billed @ \$65/hr.

Payments: We request a \$2,335 deposit towards fees. This deposit along with a signed copy of this agreement is required to begin work. Balance of compensation due immediately upon receipt of billing at plan completion.

As for schedule, further work on Layout Plans would begin immediately upon approval of this proposal and receipt of deposit, assuming approval is received prior to April 28, 2023. Re-placement into schedule following 4/28 as a priority project would be the next available schedule opening. Once Layout Plans are approved, engineering will commence and construction plan completion will be scheduled. Other than in the event of future requested revisions or unforeseen structural problems, all efforts will be made to complete the construction plans within 6 weeks of the Construction Plans starting date.

If you have any questions or need additional information, please don't hesitate to contact us. We look forward to working with you.

Sincerely,
Vernon Grey
541.384.3031



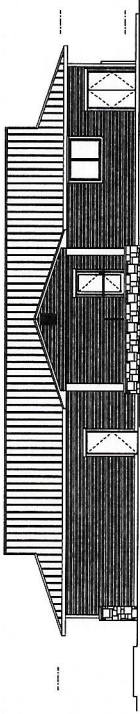
Accepted by: _____ date _____

DATE: 10/15/13
REV: 10/15/13
PROJECT: 13013

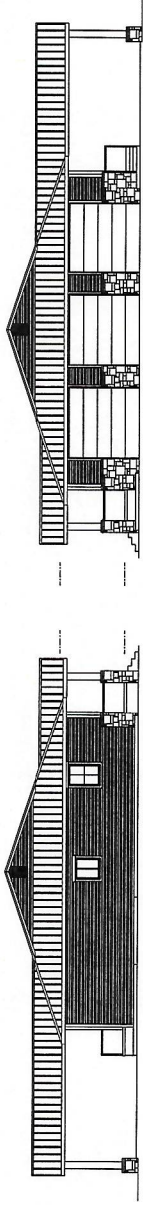


PRELIM PLANS
PORT OF ARLINGTON
SHERIFFS OFFICE BUILDING
ARLINGTON, OREGON

1
OF THREE

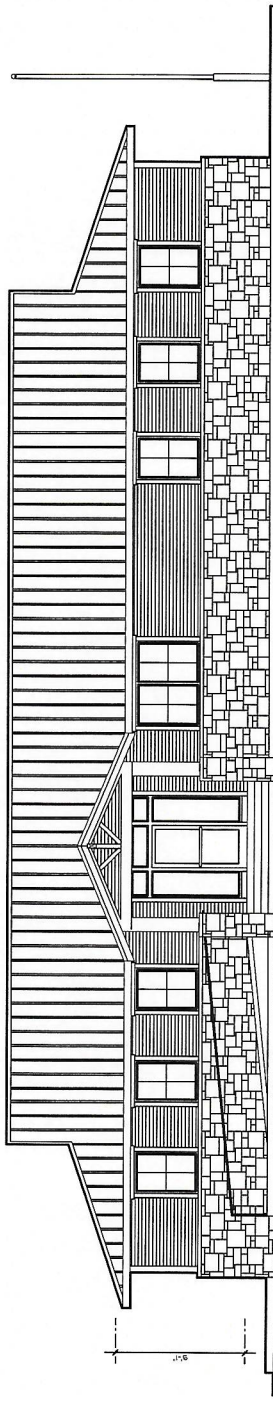


BACK / WEST ELEVATION
SCALE: 1/8"=1'-0"

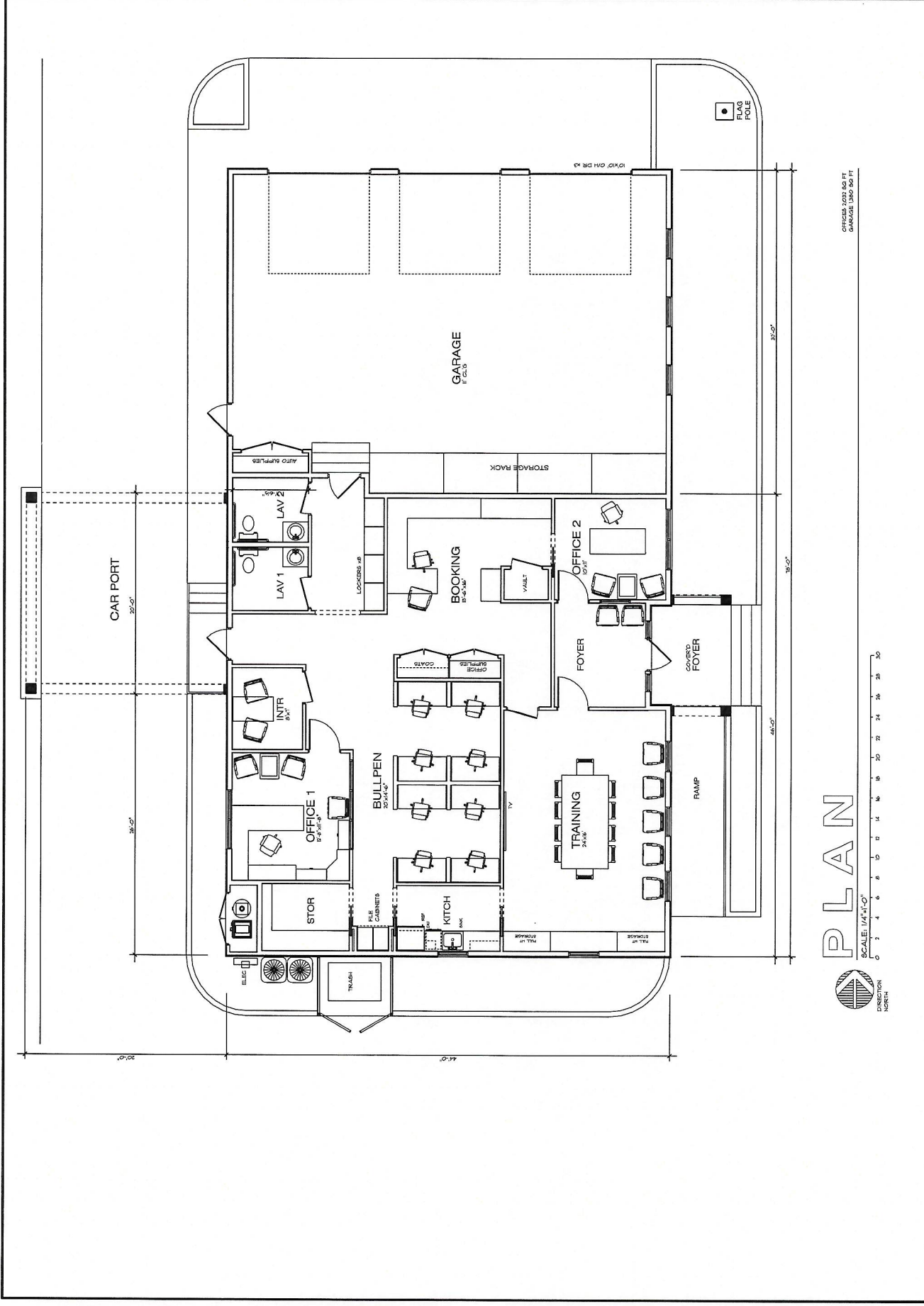


SOUTH / LEFT SIDE
SCALE: 1/8"=1'-0"

NORTH / RIGHT SIDE
SCALE: 1/8"=1'-0"



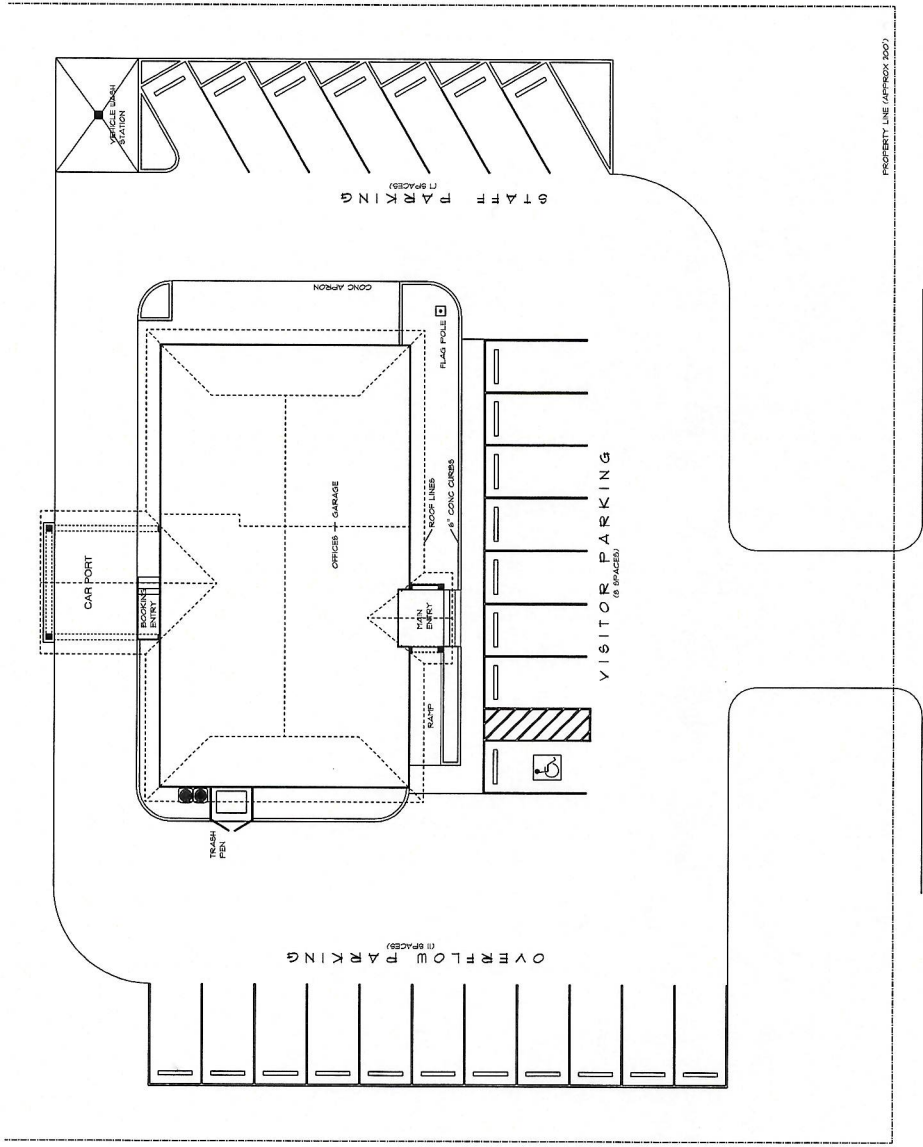
FRONT / EAST ELEVATION
SCALE: 1/4"=1'-0"



OFFICES 1027 60 FT
GARAGE 1340 30 FT

PLAN
SCALE: 1/4"=1'-0"
0 2 4 6 8 10 12 14 16 18 20 22 24 26 28 30





RAILROAD AVENUE SOUTH



SITE PLAN

SCALE: 1"=10'-0"

SCALE BAR
5' 10' 15' 20' 25' 30' 35' 40'

PORT OF ARLINGTON, OREGON

RESOLUTION NO. 2023-155

**A RESOLUTION SETTING A POLICY TO UPDATE EMPLOYEE
WORK TIME REPORTING AND TRACKING.**

WHEREAS, the Port of Arlington desires to establish more clarity and understanding regarding employee work time policy;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Port of Arlington hereby adopts the following policy:

Updated Employee Work Time Policy.

ADOPTED by the Board of Commissioners for the Port of Arlington on this _____ day of _____.

President

ATTEST:

Secretary-Treasurer

UPDATED EMPLOYEE WORK TIME POLICY

Office Hours

The Port's main office hours are Monday through Friday, from 8 am to 5 pm, excluding all state observed holidays, and closed from noon to 1 pm for lunch hours. The standard work week is 40 hours per week. Upon supervisor approval, employees may flex core work hours occasionally, while maintaining primary services, i.e., staying late for a meeting, and leaving early the next day.

Maintenance Work Hours

Maintenance hours may begin earlier in the day and extend later in the evening plus weekends. Upon supervisor approval, maintenance workers may flex actual work hours, based on workflow, seasonal tasks, and weather conditions, but not to exceed 40 hours per week, unless required. After hours "call out" needs between 8 pm and 6 am will accrue a minimum 1 hour work time.

Time Reporting

Timesheets are to be submitted near the end of each month with a daily tally and weekly totals. Employees are to report actual daily hours worked from Sunday morning to Saturday evening. For any overtime, workers are to specify if overtime is to be paid or is to be saved as comp time.

Overtime

Overtime hours do not begin to accumulate until after 40 hours worked in each weekly period. Sick leave, holidays, vacation, comp time and other leave hours do not count as hours worked for the purposes of computing overtime compensation. Overtime work requires supervisor review, but it is strongly discouraged by budget constraints. Exempt employees do not accrue overtime, but they may adjust their work week or accumulate comp time to offset extended hours served, i.e., attendance at evening meetings.

Compensatory Time

An employee may request compensatory time off instead of payment for actual overtime work. Comp time hours are to be reported and are available as paid time off, similar to vacation hours. Employees may elect to use a combination of vacation hours and comp hours as paid time off. Accumulation of comp time hours shall not exceed 40 hours at the end of each year on June 30.

Flexible Work Schedule

Employees may first discuss potential flexible/hybrid work schedule options with their supervisor, and then submit a written request. The supervisor will approve or deny the flextime request on a case-by-case basis, based on staffing needs, job duties, the employee's work record, and the employee's ability to temporarily or permanently return to a standard work schedule as needed.

For example, an employee may ask to work 10-hour days four times per week, provided they are mostly available during core business hours, as determined by workload and supervisor approval. A flextime arrangement may be suspended, modified, or cancelled at any time. Hybrid work; i.e. work-from-home, may be evaluated and administered in the same manner.

Carryover Hours and Payout

To plan ahead for budgeting purposes and to assure staff availability for tasks and responsibilities, any carryover of vacation time shall not exceed 160 hours at the end of each year on June 30. Employees should plan to use leave hours by advance notice, at reasonable times and durations. At resignation or termination, payout of vacation time shall be limited to accrued time only and shall not exceed 160 hours, unless specified in state employment laws or by individual agreement.



PORT OF ARLINGTON GOALS

Draft Big Picture/Overarching Goals for the Port of Arlington:

- **Marine property and facilities:** Maintain and enhance waterfront marine facilities to expand tourism, recreation, and business development; support safe river access for boaters and provide high quality personal vessel moorage facilities.
- **Recreational property and facilities:** Maintain and improve the RV Park, dry campground, boat launch and related facilities to provide competitive amenities and increase revenue generation.
- **Industrial Property:** Maximize the development potential of the Port's properties through increasing utility and infrastructure capacity in a fiscally sustainable manner that efficiently and effectively supports regional development and Port customers, both existing and prospective.
- **Aviation property:** Enhance transportation connections to promote business, tourism and recreation opportunities within the district.
- **Commercial property:** Enhance the economic development within the district through well-planned and collaborative property acquisition, development and improvement.
- **Management and commission structure:** Employ best management practices for the Port through continuing education for staff and commissioners and pursuing opportunities for collaboration and partnership with other local and regional agencies.
- **Financial:** Assure the Port's fiscal stability and reliable financial condition for its ongoing strategic future by capturing all revenue streams, leasing out current assets and pursuing additional funding opportunities.
- **Environmental:** Collaborate with district entities to encourage and maintain sound environmental stewardship of all lands, facilities and waters within the District and continue to use the Environmental Sentry Corp to conduct remediation activities throughout the county.
- **Marketing and Communications:** Effectively market Port and County assets and services to maximize community and economic development; improve communications among all District entities.
- **Economic Development:** Contribute to the economic development of the Port district through growing tourism activities, supporting local businesses and pursuing economic



development opportunities in collaboration with the City of Arlington, City of Condon and Gilliam County.

- **Resilience:** Anticipate, prepare for, and adapt to both natural and non-natural hazards and support Oregon’s and Gilliam County’s Emergency Management Planning.
- **Community:** Manage Port assets and support community initiatives that promote job growth, community development and recreational opportunities that enhance quality of life for all district residents.

GOALS AND OBJECTIVES

A. PROPERTY

Property goal: Manage port properties to maximize economic and community development in the district.

A.1. Marine Properties and Facilities Strategic Objectives

A.1.1. Maintain and improve the marina and docks to encourage tourism and recreation, support of existing and new businesses and create reliable income streams for the Port.

A.1.1 Action Plan	Priority	Timeframe
Increase the number of moorage slips available for long term rental, if possible. Increase the size of moorage slips to accommodate larger boats, if possible.	Low	5-10 years
Upgrade and move the lift station.	Low	5-10 years
Reuse barge dock supplies from Willow Creek.	Low	5-10 years
Upgrade dock facilities as needed to provide competitive amenities for boaters.	Med	Ongoing

A.1.2 Enhance the peninsula west of the grain elevator to expand tourism, recreation, job growth and business development for the district.

A.1.2 Action Plan	Priority	Timeframe
Explore the feasibility of a snack shack/food cart/craft cart to be open seasonally to support tourism and recreation; explore alternative buildings options such as temporary cart or shipping container buildings.	High	1-3 years
Explore the feasibility of installing a ramp/dock for cruise ships; if economically feasible install ramp/dock.	Low	5-10 years
Install utility hookups on the Peninsula to support businesses and camping, water, sewer, power, internet.	Low	5-10 years



Install a covered viewing station/wind shelter for viewing the Columbia River; if possible, coordinate with public arts group to make it a functional artwork piece.	<i>Low</i>	<i>5-10 years</i>
Conduct paving operations; pave a road with parking to organize the peninsula; pave a perimeter walking path.	<i>High</i>	<i>1-3 years</i>
Conduct landscaping or hardscaping on the peninsula to make it more attractive to business owners and tourists and draw people off of the Interstate; explore installation of lights, public art installation or repurposing barge dock supplies from Willow Creek.	<i>Low</i>	<i>5-10 years</i>
Work closely with the City of Arlington on building plans, zoning requirements and regulations for any potential changes to the peninsula.	<i>Low</i>	<i>Ongoing</i>
Work closely with the Army Corps of Engineers to identify problems ahead of time for building plans and regulations for any potential changes to the peninsula.	<i>Low</i>	<i>Ongoing</i>
Put up signs to advertise local businesses with phone numbers.	<i>High</i>	<i>1-3 years</i>
Explore feasibility of installing supersized play equipment; if feasible install.	<i>Low</i>	<i>5-10 years</i>
Coordinate with the Army Corps of Engineers for conducting erosion control operations on the Peninsula.	<i>Low</i>	<i>5-10 years</i>

A.1.3 Maintain the marina and peninsula infrastructure to support the long-term viability of the waterfront property.

A.1.3 Action Plan	Priority	Timeframe
Explore options for the construction or use of existing facilities to serve as a new Port office; if feasible move the office.	<i>Low</i>	<i>5-10 years</i>
Install a laundromat to serve RV park, campers and the community; if the Port Office is relocated re-use that space.	<i>Medium</i>	<i>3-5 years</i>
Repair Arlington Sign	<i>High</i>	<i>1-3 years</i>
Purchase a backhoe or bobcat to assist with regular port maintenance.	<i>Low</i>	<i>5-10 years</i>
Hire an artist to paint a mural on the grain bins.	<i>High</i>	<i>1-3 years</i>
Install signage for boat traffic, including available resources, both at the Port, in the City of Arlington and in the County.	<i>Low</i>	<i>5-10 years</i>



A.2.1 Recreational Properties Strategic Objectives

A.2.1. Maintain and improve the RV Park, campground, and related facilities to provide competitive amenities for customers to increase occupancy, revenue generation and vibrancy of the campground space.

A.2.1 Action Plan	Priority	Timeframe
Pave RV spaces	<i>High</i>	<i>1-3 years</i>
Install kayak/canoe launch with entry assist	<i>Low</i>	<i>5-10 years</i>
Develop diverse accommodations (landscaping for dry camp)	<i>Low</i>	<i>5-10 years</i>
Increase Port's online presence and develop the capacity for taking online reservations and bill pay.	<i>High</i>	<i>1-3 years</i>
Explore feasibility of building a recreational rental space; if feasible install.	<i>Low</i>	<i>5-10 years</i>
Install electric vehicle charging stations.	<i>Medium</i>	<i>3-5 years</i>
Install Wi-Fi network to cover campground, RV park and marina.	<i>Medium</i>	<i>3-5 years</i>
Install a remote pay kiosk/welcome kiosk with a digital map of the Port district, local businesses and available amenities throughout the county.	<i>High</i>	<i>1-3 years</i>

A.3 Industrial Property Strategic Objectives

A.3.1 Enhance economic development within the district through planned development of Willow Creek

A.3.1 Action Plan	Priority	Timeframe
Draft and implement a master plan for infrastructure, water, sewer, electrical, internet access and roads.	<i>High</i>	<i>1-3 years</i>
Explore feasibility and advisability of developing public river access.	<i>Medium</i>	<i>3-5 years</i>
Explore options for solar or hydrogen facilities and install corresponding infrastructure if feasible.	<i>Medium</i>	<i>3-5 years</i>
Explore options for using the south side of railroad tracks for a lay down yard and install corresponding infrastructure if feasible.	<i>Medium</i>	<i>3-5 years</i>
Explore options for establishing an aggregate loading site on the river, such as a barge dock, if feasible.	<i>Medium</i>	<i>3-5 years</i>
Explore options for a recreational barge dock.	<i>Medium</i>	<i>3-5 years</i>
Explore options for marketing basalt quarry, or crushed basalt.	<i>Medium</i>	<i>3-5 years</i>
Capitalize on rail and I-84 access rather than river access for advertising property to businesses.	<i>Medium</i>	<i>3-5 years</i>



Explore funding options for long haul truck rest areas through grants and other funding opportunities; capitalize on truck traffic that already pulls over at Exit 149 to sleep.	<i>Medium</i>	<i>3-5 years</i>
Explore options for locating rail siding at Willow Creek; install corresponding infrastructure if feasible.	<i>Medium</i>	<i>3-5 years</i>
Explore options for non-industrial use of Willow Creek, such as location of a Cultural Center, Museum or River viewpoint, coordinate with the Confederated Tribes of the Umatilla Indian Reservation.	<i>Medium</i>	<i>3-5 years</i>
Explore options for using Willow Creek for multi-use industrial: distribution, lay down yard, gravel pit.	<i>Medium</i>	<i>3-5 years</i>
Remain open to other opportunities for industrial development at Willow Creek, including business offices, alternative energy, other forms of industrial development.	<i>Medium</i>	<i>3-5 years</i>

A.3.2 Enhance economic development within the district through planned development of the Arlington Mesa

A.3.2 Action Plan	Priority	Timeframe
Install a fence around the Flex building	<i>Low</i>	<i>5-10 years</i>
Review the master plan for infrastructure; water, sewer, electrical, internet access and roads.	<i>Medium</i>	<i>3-5 years</i>
Explore options for locating a data center on the Mesa.	<i>High</i>	<i>1-3 years</i>
Explore converting existing warehouse space or constructing a large building with rental bays for people who do not have garage space for hobby work (auto, wood, construction).	<i>Low</i>	<i>5-10 years</i>
Create an official entrance to the Airport and Industrial Park.	<i>Medium</i>	<i>3-5 years</i>
Install official signage with a directory at the entrance to the Mesa.	<i>Medium</i>	<i>3-5 years</i>
Evaluate the development of new industrial space on Port property, either fully speculative or on a build-to-suit basis.	<i>Medium</i>	<i>3-5 years</i>
Further develop, widen, and pave the road from HWY 19 to the Mesa.	<i>Medium</i>	<i>3-5 years</i>
Work with the City of Arlington to market Mesa property to developers and support the City through any long-term sales or leases of large chunks of City and Port property.	<i>High</i>	<i>Ongoing</i>
Work closely with the City of Arlington on building plans, zoning requirements and regulations for any potential changes.	<i>High</i>	<i>Ongoing</i>
Support exploration of potential options for private development of workforce housing on Port Land not suited for industrial or agricultural uses.	<i>High</i>	<i>Ongoing</i>



A.4 Aviation Properties Strategic Objectives

A.4.1 Enhance transportation connections to promote business, tourism, and recreation opportunities within the district.

A.4.1 Action Plan	Priority	Timeframe
Explore leasing the airport from the city; implement if feasible.	<i>High</i>	<i>1-3 years</i>
Evaluate developing the second story of the airplane hangar into apartments.	<i>Low</i>	<i>5-10 years</i>
Further develop airport infrastructure, including paving the runway.	<i>High</i>	<i>1-3 years</i>
Develop existing hangar for planes, pilots lounge, restaurant space; make it more desirable for potential clients	<i>Medium</i>	<i>3-5 years</i>
Install a fuel station for airplane traffic.	<i>Medium</i>	<i>3-5 years</i>
Encourage the retention and expansion of airport uses to accommodate a lively airport district.	<i>Medium</i>	<i>3-5 years</i>
Assist with water and fuel option installation at the State-owned Condon Airport.	<i>Medium</i>	<i>3-5 years</i>
Respond to unanticipated opportunities that contribute to the district's economic development or revenue enhancement goals.	<i>High</i>	<i>Ongoing</i>

A.5 Commercial Property Strategic Objectives

A.5.1 Enhance the economic development within the district through well-planned and collaborative commercial property acquisition, development, and improvement.

A.5.1 Action Plan	Priority	Timeframe
Follow up on potential interest on 1.2 acres between Gronquist and Watco buildings; install build to suit infrastructure.	<i>High</i>	<i>1-3 years</i>
Make the Gronquist Building more attractive to current and perspective renters through additional landscaping, installation of sidewalks, and planting trees.	<i>Low</i>	<i>5-10 years</i>
Install an electric vehicle charging station for golfers.	<i>Low</i>	<i>5-10 years</i>
Expand the use of the Gronquist Building as a Community Center.	<i>Medium</i>	<i>Ongoing</i>
Install signs for the Gronquist Building. (Signs for BBQ and Golf Course by tenants).	<i>Medium</i>	<i>3-5 years</i>
Explore options for further development of the 1 st story of the Gronquist building, including installation of a kitchenette in the large conference room, and potentially using the large room as the new port office.	<i>Medium</i>	<i>3-5 years</i>



Maintain and improve port owned facilities to simultaneously maximize revenues and community benefit to the extent possible.	<i>Medium</i>	<i>Ongoing</i>
Respond to unanticipated opportunities that contribute to the district's economic development or revenue enhancement goals.	<i>High</i>	<i>Ongoing</i>

A.5.2 Enhance opportunities for workforce housing within the district through well-planned residential property acquisition, development, and improvement, thereby improving the Port Districts appeal to industry.

A.5.2 Action Plan	Priority	Timeframe
Complete purchase of the Proctor Property.	<i>High</i>	<i>June 15, 2023</i>
Complete annexation and rezoning of the Proctor property	<i>High</i>	<i>July 2023</i>
Conduct a Plat survey to determine how to subdivide the Proctor property	<i>High</i>	<i>September 2023</i>
Subdivide plat and record tax lots	<i>High</i>	<i>November 2023</i>
Develop basic infrastructure, including streets, water, and sewer.	<i>High</i>	<i>1-3 years</i>
Actively market improved and subdivided lots to developers.	<i>High</i>	<i>1-3 years</i>
Respond to unanticipated opportunities for residential property acquisition or improvement that contribute to the district's economic development or revenue enhancement goals.	<i>High</i>	<i>Ongoing</i>

B. MANAGEMENT

Management Goal: Employ best management practices for the Port through continuing education for staff and commissioners and pursuing opportunities for collaboration and partnership with other local and regional agencies.

B.1.1. Ensure timely creation, adoption, and implementation of best management practices for Port ordinances, policies, and procedures.

B.1.1 Action Plan	Priority	Timeframe
Re-evaluate Port Commissioner Zones in conjunction with the County.	<i>High</i>	<i>June 2023</i>
Annually review permanent staffing to determine if there are enough personnel to meet port needs; hire additional staff to meet increasing workloads.	<i>Med</i>	<i>Ongoing</i>



Complete annual review and update of capital, property, management, financial environmental, community, marketing, economic development, and resilience strategic objectives as part of the budget process.	<i>High</i>	<i>SBP & Ongoing</i>
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B.1.2 Supply training opportunities and professional development for staff and Commissioners to ensure they have the necessary resources and tools to serve district residents and area businesses.

B.1.2 Action Plan	Priority	Timeframe
Continue to budget for and coordinate annual staff and board training	<i>High</i>	<i>Ongoing</i>
Provide training opportunities that position the Commission and staff to seek out, access and leverage funding opportunities.	<i>High</i>	<i>Ongoing</i>
Respond to unanticipated opportunities that contribute to the district's economic development or revenue enhancement goals.	<i>High</i>	<i>Ongoing</i>

B.1.3 Pursue opportunities for collaboration and partnership with other local and regional agencies to improve communication, build capacity and leverage resources.

B.1.3 Action Plan	Priority	Timeframe
Continue to improve working relationships and active partnerships with Condon, Arlington, and Gilliam County.	<i>High</i>	<i>Ongoing</i>
Develop and strengthen communication and collaboration with the Confederated Tribes of the Umatilla Indian Reservation.	<i>Medium</i>	<i>Long-term</i>
Continue to develop relationships with local economic and community development agencies, including the Oregon Frontier Chamber of Commerce and Pioneer Community Development Cooperation.	<i>High</i>	<i>Ongoing</i>
Port management shall continue to attend partner agency meetings to keep communication open and maximize opportunities for pooling resources.	<i>High</i>	<i>Ongoing</i>
Respond to unanticipated partnership opportunities that contribute to the Port's Goals.	<i>High</i>	<i>Ongoing</i>
Continue to update the Port's website, including posting of the Port Commission meeting minutes to help citizens stay better informed on Port activities and decisions.	<i>High</i>	<i>Ongoing</i>
Conduct community outreach efforts to citizens and the state and federal delegations about Port activities.	<i>High</i>	<i>Ongoing</i>



C. FINANCIAL

Financial goals: Assure the Port’s fiscal stability and reliable financial condition for its ongoing strategic future by capturing all revenue streams, leasing out current assets and pursuing additional funding opportunities.

C.1.1 Ensure adequate financial reserves for the district to achieve its mission of economic, recreational and community development. Improve Financial Reporting. Improve reliability of cash flows.

C.1.1 Action Plan	Priority	Timeframe
Maximize Port income by making an effort to capture all revenue streams.	<i>High</i>	<i>Ongoing</i>
Implement a transient tax for the RV Park and Dry Campground.	<i>Medium</i>	<i>3-5 years</i>
Continue efforts to have all available buildings and office spaces leased.	<i>High</i>	<i>Ongoing</i>
Develop a plan with Gilliam County to spend the remaining partnership money from the state.	<i>High</i>	<i>Ongoing</i>
Increase longevity of current port equipment by establishing equipment plans to service assets owned.	<i>Medium</i>	<i>3-5 years</i>
Create a replacement schedule for Port owned equipment that wears out.	<i>Medium</i>	<i>3-5 years</i>
Annually evaluate and if indicated, adjust rates for services to remain at market levels.	<i>Medium</i>	<i>Ongoing</i>
Continue to identify and implement measures to maximize revenues and reduce unnecessary expenses	<i>High</i>	<i>Ongoing</i>
Respond to unanticipated opportunities that contribute to the district’s economic development or revenue enhancement goals.	<i>High</i>	<i>Ongoing</i>
Continue to track depreciation of capital assets and incorporate into the Port’s financial reporting	<i>Medium</i>	<i>Ongoing</i>
Establish a lease rate policy based on a targeted return on asset value.	<i>Medium</i>	<i>Ongoing</i>
Periodically review increasing the Port’s property tax rate to cover a greater share of general Port administrative and economic development costs.	<i>Low</i>	<i>5-10 years</i>
Explore options for and implement a revenue fee structure for windsurfers.	<i>Medium</i>	<i>3-5 years</i>



D. ENVIRONMENTAL

Environmental goal: Collaborate with district entities to encourage and maintain sound environmental stewardship of all lands, facilities and waters within the district and continue to use the Environmental Sentry Corp to conduct remediation activities throughout the county.

D.1.1 Collaborate with district entities, such as the City of Arlington and City of Condon to ensure sound environmental stewardship of the Port District.

D.1.1 Action Plan	Priority	Timeframe
Continue to promote sustainable operations, including renewable energy generation at the Port and in the District.	<i>Medium</i>	<i>Ongoing</i>
Continue to support removal of invasive weeds in the district.	<i>Medium</i>	<i>Ongoing</i>
Seek opportunities for expanded or new environmentally sustainable business development opportunities.	<i>Medium</i>	<i>Ongoing</i>
Continue to incorporate environmental compliance for all facilities and operations on Port property into Port maintenance staff activities.	<i>High</i>	<i>Ongoing</i>
Respond to unanticipated opportunities that contribute to the Port's environmental goals.	<i>High</i>	<i>Ongoing</i>

D.1.2 Use the Environmental Sentry Corps status as a 501 3(c) to remediate dilapidated buildings and brownfield sites throughout the Port district.

D.1.2 Action Plan	Priority	Timeframe
Continue providing assistance for brownfields and similar clean-up efforts within the district to promote redevelopment.	<i>High</i>	<i>1-3 years</i>
Complete asbestos/brownfield remediation of the Condon Grade School	<i>High</i>	<i>1-3 years</i>
Explore option of purchasing abandoned Village Inn Restaurant in Arlington to demolish, rehabilitate, and re-develop.	<i>Medium</i>	<i>3-5 years</i>
Explore options for purchasing the old Texaco and Glass Repair shop for remediation and repurposing.	<i>Medium</i>	<i>3-5 years</i>
Assist the City of Arlington if requested to remediate the old Motel Downtown.	<i>Medium</i>	<i>3-5 years</i>
Rewrite bylaws to allow for more assistance with critical issues facing the county, including the housing crisis.	<i>Medium</i>	<i>3-5 years</i>



E. MARKETING AND COMMUNICATIONS

Marketing and communications goal: Effectively market Port and County assets and services to maximize community and economic development; improve communications among all District entities.

E.1. Maximize the effectiveness and utilization of Port assets and capabilities through an ongoing Marketing Program; actively market District and Port available land and assets.

E.1.1 Action Plan	Priority	Timeframe
Work with Gilliam County and Business Oregon on marketing available industrial lands and updating the State’s and Port’s available land inventory websites.	<i>High</i>	<i>Ongoing</i>
Improve marketing of Environmental Sentry Corps to County and Cities; make sure residents know what the resource can do for them.	<i>Medium</i>	<i>Depending on suitable sites</i>
Improve marketing efforts for empty buildings and port assets, increase outreach of available spaces; maintain a picture inventory easily accessible of available spaces.	<i>High</i>	<i>Ongoing</i>
Generate a complete list of industrial property available for development in the County, assist Gilliam County, Arlington and Condon with marketing of available land.	<i>High</i>	<i>Ongoing</i>
Develop plan on marketing to windsurfers and increasing tourism outreach.	<i>Medium</i>	<i>Ongoing</i>
Increase online marketing presence through Port Website and social medial marketing.	<i>Medium</i>	<i>Ongoing depending on staff capacity</i>
Ensure Port Property is on the certified industrial list of available property on applicable state websites.	<i>High</i>	<i>Ongoing</i>
Support city and commercial growth	<i>High</i>	<i>Ongoing</i>
Work with Gilliam County to establish clear areas of responsibility with regards to economic development and support.	<i>Medium</i>	<i>Ongoing</i>
Continue to work with the County for marketing Shuttler Station.	<i>Medium</i>	<i>Ongoing</i>
Continue to work with Condon to market 7 acres of industrial property.	<i>High</i>	<i>1-3 years</i>
Continue to work with Arlington to market the Mesa.	<i>High</i>	<i>Ongoing</i>
Identify and apply targeted marketing for Port properties, e.g., advertise campground and improvements, recreational opportunities, moorage opportunities and opportunities for development of Port Properties.	<i>Medium</i>	<i>Ongoing</i>



Utilize partner agencies such as the Oregon Frontier Chamber of Commerce to assist in marketing and advertising Port properties that are ripe for development or redevelopment	<i>High</i>	<i>Ongoing</i>
Use marketing to support management and community goals, including clear messaging of the Port’s mission and timely communication with district residents.	<i>Medium</i>	<i>Ongoing</i>
Employ marketing to attain community goals, e.g., event promotion, active transportation options, training opportunities, community calendar	<i>Medium</i>	<i>Ongoing</i>

F. ECONOMIC DEVELOPMENT

Economic development goal: Contribute to the economic development of the Port district through growing tourism activities, supporting local businesses and pursuing economic development opportunities in collaboration with the City of Arlington, City of Condon and Gilliam County.

F.1.1. Grow tourism in the Port district.

F.1.1 Action Plan	Priority	Timeframe
Promote tourism through sponsoring events, such as the A-Town Throw Down, Big River Band Festival, Show ‘n’ Shine Car Show and fishing derby.	<i>Medium</i>	<i>Ongoing</i>
Partner with Cities and the Oregon Frontier Chamber of Commerce to install interpretive and informational signage.	<i>Medium</i>	<i>Ongoing</i>
Promote beautification of the Port District, through programs such as public art, City Murals, and local partnerships.	<i>Medium</i>	<i>Ongoing</i>

F.1.2 Support local businesses and Port-related industries in the Port District

F.1.1 Action Plan	Priority	Timeframe
Encourage new and expanded recreation-related businesses (e.g., gear/boat rentals) to operate in the district by providing technical assistance resources.	<i>Low</i>	<i>5-10 years</i>
Explore opportunities to promote economic activity in the winter months to support tourism-dependent businesses.	<i>Low</i>	<i>5-10 years</i>



G. RESILIENCE

Resilience Goal: Anticipate, prepare for and adapt to both natural and non-natural hazards and support Oregon’s and Gilliam County’s Emergency Management Planning.

G.1.1. Plan ahead to help mitigate the effects of emergencies that may affect the Port.

G.1.1 Action Plan	Priority	Timeframe
Actively participate in emergency management and hazard mitigation efforts led by Gilliam County, including Emergency Management and Fire Services.	<i>Medium</i>	<i>Ongoing</i>
Build disaster resiliency into new developments	<i>High</i>	<i>1-3 years</i>

H. COMMUNITY

Community Goal: Manage Port assets and support community initiatives that promote job growth, community development and recreational opportunities that enhance quality of life for all district residents.

H.1.1. Enhance district communities and properties by supporting relevant industries and initiatives, such as tourism and eco-tourism, recreational fishing, art, and niche agriculture.

H.1.1 Action Plan	Priority	Timeframe
Maintain and enhance Port facilities to ensure their continued aesthetic appeal, ambiance, and community value.	<i>High</i>	<i>Ongoing</i>
Collaborate with local entities (City of Arlington, City of Condon, City of Lonerock, Confederated Tribes of the Umatilla Indian Reservation, Oregon Frontier Chamber of Commerce, etc..) to accomplish community-driven initiatives, e.g. Arts & Economic development	<i>Medium</i>	<i>3-5 years</i>
Respond to unanticipated opportunities that contribute to the Port’s Community goals.	<i>High</i>	<i>Ongoing</i>

**AGREEMENT REGARDING TRANSFER OF
REAL PROPERTY AND ABATEMENT**

This Agreement is made this _____ day of _____, 2023 by and between the CITY OF CONDON (“CITY”), 128 South Main Street, Condon, OR 97823; and the PORT OF ARLINGTON ENVIRONMENTAL SENTRY CORP (“SENTRY”), an Oregon non-profit public benefit corporation whose address is 100 Port Island Road, Arlington, OR 97812.

RECITALS

WHEREAS, CITY obtained property previously owned by the Condon School District 25J in January of 2022, which consists of real property and a school building located at 220 S. EAST STREET, CONDON, OREGON and further identified as Tax ID number: 04S21E10-DB-01400 & 01500 (the “Property”);

WHEREAS, the old school building on the Property needs to have abatement performed to address environmental concerns and requires further development to be useful as a community asset;

WHEREAS, SENTRY has the ability to receive funds as a non-profit corporation to perform the necessary abatement and development, and is willing to take over abatement and development of the building and surrounding areas;

WHEREAS, CITY desires to transfer the Property to SENTRY under the terms and conditions as set forth herein; and

WHEREAS, SENTRY agrees to take possession and ownership of the Property pursuant to the terms and conditions set forth below; and

NOW, THEREFORE, it is agreed as follows:

TERMS

1. CITY will transfer the subject property to SENTRY via a Bargain and Sale Deed.
2. After receipt of the Property, SENTRY will take the necessary steps to abate the property to bring property into compliance with the Business Oregon Hazardous Building Material Survey dated March 17, 2022.
3. The parties agree the consideration for this exchange is the abatement work to be performed by SENTRY.
4. Following abatement of the Property and any further development undertaken by one or both of the parties, the parties shall meet to discuss progress and status of the Property. Such discussion may include whether the Property should be transferred back to City, and the terms for such transfer. Should the SENTRY convey the Property to a party other than CITY, CITY shall be reimbursed for actual costs incurred pursuant to the abatement and development to the extent that the sale price exceeds the costs incurred by SENTRY, including closing costs, as of the date of sale. This provision shall survive termination or expiration of this Agreement.

5. During the abatement process CITY may allow public access to the playground, front lawn area, and library on the Property so long as such access does not present a danger due to the abatement being performed. All undeveloped portions of the Property will be controlled and maintained by SENTRY as a greenspace. CITY shall maintain the playground and front lawn area for the duration of this Agreement.
6. This Agreement shall be effective upon mutual execution by the parties and shall expire one (1) year following completion of abatement.
7. SENTRY will maintain general commercial insurance on the Property. CITY will carry sufficient insurance to cover the activities of its employees and general commercial liability for use by the public in accordance with Section 5. Such insurance by CITY shall name SENTRY as additional insured.
8. It is the intent of the parties hereto that all questions with respect to the construction of this Agreement and the rights and liabilities of the parties hereto shall be determined in accordance with the provisions of the laws of the state of Oregon, in such case made and provided.
9. In the event that any of the terms of this Agreement are held to be partially or wholly invalid or unenforceable for any reason whatsoever, such holdings shall not affect, alter, modify or impair in any manner whatsoever, any of the other terms, or the remaining portion of any term, held to be partially invalid or unenforceable.
10. This Agreement constitutes the entire agreement between the parties, and contains all of the agreements between the parties with respect to the subject matter hereof; this Agreement supersedes any and all other agreements, either oral or in writing, among the parties hereto with respect to the subject matter hereof.
11. This Agreement may be amended only by an instrument in writing executed by all the parties, which writing must refer to this Agreement.
12. SENTRY will forever indemnify, reimburse, and hold CITY harmless and, at CITY's election, defend CITY for, from, and against any and all claims, costs, expenses (including attorney fees), losses, damages, fines, charges, actions, or other liabilities of any description arising out of SENTRY'S activities performed pursuant to this Agreement. CITY will forever indemnify, reimburse, and hold SENTRY harmless and, at SENTRY's election, defend SENTRY for, from, and against any and all claims, costs, expenses (including attorney fees), losses, damages, fines, charges, actions, or other liabilities of any description arising out of CITY'S activities performed pursuant to this Agreement.
13. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.
14. The prevailing party shall have the right to collect from the other party its reasonable costs and necessary disbursements and attorney's fees incurred in enforcing this agreement.

By executing this document both parties warrant that the executing official has received all appropriate approvals and that all matters relating to this Agreement have complied with applicable public meetings and public record laws.

CITY OF CONDON

PORT OF ARLINGTON
ENVIRONMENTAL SENTRY CORP

By: _____
Its: _____

By: _____
Its: _____

Grantor:
City of Condon
128 S. Main Street
Condon, OR 97823

Grantee:
Port of Arlington Environmental Sentry Corp.
100 Port Island Road
Arlington, OR 97812

Until a change is requested, all tax
statements shall be sent to the following addresses:
City of Condon
128 S. Main Street
Condon, OR 97823

After recording, return to:
Baum Smith, LLC
P.O. Box 967
La Grande, OR 97850

BARGAIN AND SALE DEED

CITY OF CONDON, a municipal corporation, 128 S. Main Street, Condon, Oregon, 97823, Grantor, conveys to PORT OF ARLINGTON ENVIRONMENTAL SENTRY CORP., 100 Port Island Road, Arlington, Oregon, 97812, Grantee, the following described real property, situated in Gilliam County, Oregon, to-wit:

See Exhibit A attached.

The true and actual consideration for this conveyance is, stated in terms of dollars: None (\$0.00).

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

DATED this _____ day of _____, 2023.

CITY OF CONDON

JIM HASSING, MAYOR

STATE OF OREGON)
) ss.
County of Gilliam)

This instrument was acknowledged before me by Jim Hassing, Mayor of Condon,

EXHIBIT A

Parcel 1

All of Block 38, in EAST ADDITION to the Town of Condon, according to the duly recorded plat thereof, in the County of Gilliam and State of Oregon, TOGETHER WITH that portion of vacated Washington Street, which inured thereto by Ordinance No. 303, recorded May 9, 1979, as Instrument No. M-60-294, Records of Gilliam County, Oregon

Parcel 2

All of Block 60, in LANCASTER'S ADDITION to the Town of Condon, according to the duly recorded plat thereof, in the County of Gilliam and State of Oregon, TOGETHER WITH that portion of vacated Washington Street, which inured thereto by Ordinance No. 303, recorded May 9, 1979, as Instrument No. M-60-294, Records of Gilliam County, Oregon

PORT OF ARLINGTON

Check Detail

March 2023

Trans #	Type	Date	Source Name	Account	Original Amount
13509	Liability Check	03/30/2023	QuickBooks Payrol...	1001 · Bank of E/O ...	-12,067.43
			QuickBooks Payroll ...	2111 · Direct Deposi...	12,067.43
TOTAL					12,067.43
13506	Paycheck	03/31/2023	Crowther, Jed N	1001 · Bank of E/O ...	0.00
			Crowther, Jed N	6560 · Payroll Expe...	6,134.01
			Crowther, Jed N	6560 · Payroll Expe...	292.10
			Crowther, Jed N	6560 · Payroll Expe...	657.22
			Crowther, Jed N	6560 · Payroll Expe...	500.00
			Crowther, Jed N	6560 · Payroll Expe...	910.00
			Crowther, Jed N	2100 · Payroll Liabili...	-910.00
			Crowther, Jed N	6560 · Payroll Expe...	2,162.97
			Crowther, Jed N	2100 · Payroll Liabili...	-2,162.97
			Crowther, Jed N	6560 · Payroll Expe...	188.33
			Crowther, Jed N	2100 · Payroll Liabili...	-188.33
			Crowther, Jed N	6560 · Payroll Expe...	4.73
			Crowther, Jed N	2100 · Payroll Liabili...	-4.73
			Crowther, Jed N	2100 · Payroll Liabili...	-7.58
			Crowther, Jed N	2100 · Payroll Liabili...	-45.50
			Crowther, Jed N	2100 · Payroll Liabili...	-596.00
			Crowther, Jed N	6560 · Payroll Expe...	470.17
			Crowther, Jed N	2100 · Payroll Liabili...	-470.17
			Crowther, Jed N	2100 · Payroll Liabili...	-470.17
			Crowther, Jed N	6560 · Payroll Expe...	109.96
			Crowther, Jed N	2100 · Payroll Liabili...	-109.96
			Crowther, Jed N	2100 · Payroll Liabili...	-109.96
			Crowther, Jed N	2100 · Payroll Liabili...	-526.00
			Crowther, Jed N	2111 · Direct Deposi...	-5,828.12
TOTAL					0.00
13507	Paycheck	03/31/2023	Metzker, James L	1001 · Bank of E/O ...	0.00
			Metzker, James L	6560 · Payroll Expe...	3,736.80
			Metzker, James L	6560 · Payroll Expe...	151.20
			Metzker, James L	6560 · Payroll Expe...	64.80
			Metzker, James L	6560 · Payroll Expe...	474.34
			Metzker, James L	2100 · Payroll Liabili...	-474.34
			Metzker, James L	6560 · Payroll Expe...	1,081.48
			Metzker, James L	2100 · Payroll Liabili...	-1,081.48
			Metzker, James L	6560 · Payroll Expe...	75.56
			Metzker, James L	2100 · Payroll Liabili...	-75.56
			Metzker, James L	6560 · Payroll Expe...	4.84
			Metzker, James L	2100 · Payroll Liabili...	-4.84
			Metzker, James L	2100 · Payroll Liabili...	-3.95
			Metzker, James L	2100 · Payroll Liabili...	-23.72
			Metzker, James L	2100 · Payroll Liabili...	-317.00
			Metzker, James L	6560 · Payroll Expe...	245.07
			Metzker, James L	2100 · Payroll Liabili...	-245.07
			Metzker, James L	2100 · Payroll Liabili...	-245.07
			Metzker, James L	6560 · Payroll Expe...	57.31
			Metzker, James L	2100 · Payroll Liabili...	-57.31
			Metzker, James L	2100 · Payroll Liabili...	-57.31
			Metzker, James L	2100 · Payroll Liabili...	-275.00
			Metzker, James L	2111 · Direct Deposi...	-3,030.75
TOTAL					0.00
13508	Paycheck	03/31/2023	Rayburn, Kayla R	1001 · Bank of E/O ...	0.00
			Rayburn, Kayla R	6560 · Payroll Expe...	3,715.20
			Rayburn, Kayla R	6560 · Payroll Expe...	259.20

PORT OF ARLINGTON
Check Detail
March 2023

Trans #	Type	Date	Source Name	Account	Original Amount
			Rayburn, Kayla R	6560 · Payroll Expe...	476.93
			Rayburn, Kayla R	2100 · Payroll Liabili...	-476.93
			Rayburn, Kayla R	6560 · Payroll Expe...	3,082.23
			Rayburn, Kayla R	2100 · Payroll Liabili...	-3,082.23
			Rayburn, Kayla R	6560 · Payroll Expe...	138.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-138.12
			Rayburn, Kayla R	6560 · Payroll Expe...	4.82
			Rayburn, Kayla R	2100 · Payroll Liabili...	-4.82
			Rayburn, Kayla R	2100 · Payroll Liabili...	-3.97
			Rayburn, Kayla R	2100 · Payroll Liabili...	-23.84
			Rayburn, Kayla R	2100 · Payroll Liabili...	-167.00
			Rayburn, Kayla R	6560 · Payroll Expe...	246.41
			Rayburn, Kayla R	2100 · Payroll Liabili...	-246.41
			Rayburn, Kayla R	2100 · Payroll Liabili...	-246.41
			Rayburn, Kayla R	6560 · Payroll Expe...	57.62
			Rayburn, Kayla R	2100 · Payroll Liabili...	-57.62
			Rayburn, Kayla R	2100 · Payroll Liabili...	-57.62
			Rayburn, Kayla R	2100 · Payroll Liabili...	-267.00
			Rayburn, Kayla R	2111 · Direct Deposi...	-3,208.56
TOTAL					0.00
13504	Liability Check	03/01/2023	Oregon Departmen...	1001 · Bank of E/O ...	-990.00
			Oregon Department ...	2100 · Payroll Liabili...	990.00
TOTAL					990.00
13512	Liability Check	03/29/2023	United States Trea...	1001 · Bank of E/O ...	-3,453.08
			United States Treas...	2100 · Payroll Liabili...	1,080.00
			United States Treas...	2100 · Payroll Liabili...	961.65
			United States Treas...	2100 · Payroll Liabili...	961.65
			United States Treas...	2100 · Payroll Liabili...	224.89
			United States Treas...	2100 · Payroll Liabili...	224.89
TOTAL					3,453.08
13511	Liability Check	03/31/2023	Oregon Departmen...	1001 · Bank of E/O ...	-1,068.00
			Oregon Department ...	2100 · Payroll Liabili...	1,068.00
TOTAL					1,068.00
13472	Bill Pmt -Check	03/03/2023	SDIS	1001 · Bank of E/O ...	-20,154.00
13467	Bill	02/17/2023	SDIS	8429 · Building Insur...	14,283.00
			SDIS	6626 · Insurance	1,957.00
			SDIS	6723 · Insurance	1,957.00
			SDIS	6327 · Insurance - RV	1,957.00
TOTAL					20,154.00
13482	Bill Pmt -Check	03/03/2023	Arlington Hardware	1001 · Bank of E/O ...	-115.94
13481	Bill	03/03/2023	Arlington Hardware	6623 · Comfort Stati...	14.77
			Arlington Hardware	8424 · Office Suppli...	26.97
			Arlington Hardware	8522 · Office Suppli...	10.88
			Arlington Hardware	6627 · Park Mainten...	37.18
			Arlington Hardware	6112 · Office Suppli...	26.14
TOTAL					115.94
13483	Bill Pmt -Check	03/03/2023	Arlington T.V. Coop	1001 · Bank of E/O ...	-306.50

PORT OF ARLINGTON
Check Detail
March 2023

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Source Name</u>	<u>Account</u>	<u>Original Amount</u>
13470	Bill	03/03/2023	Arlington T.V. Coop	8527 · Telephone an...	64.00
			Arlington T.V. Coop	6117 · Telephone an...	112.50
			Arlington T.V. Coop	6324 · WIFI - RV	130.00
TOTAL					306.50
13484	Bill Pmt -Check	03/03/2023	Bank of Eastern Or...	1001 · Bank of E/O ...	-1,832.23
13478	Bill	03/03/2023	Bank of Eastern Ore...	6115-1 · Credit Card...	62.47
			Bank of Eastern Ore...	6115 · Dues, Subscr...	684.00
			Bank of Eastern Ore...	6122 · Meetings and...	66.59
			Bank of Eastern Ore...	6112 · Office Suppli...	577.48
			Bank of Eastern Ore...	6627 · Park Mainten...	162.75
			Bank of Eastern Ore...	6560 · Payroll Expe...	30.00
			Bank of Eastern Ore...	8424 · Office Suppli...	219.00
			Bank of Eastern Ore...	6326 · Maintenance ...	29.94
TOTAL					1,832.23
13485	Bill Pmt -Check	03/03/2023	City of Arlington-Ut...	1001 · Bank of E/O ...	-1,136.34
13471	Bill	03/03/2023	City of Arlington-Utili...	6321 · Water Fees - ...	285.02
			City of Arlington-Utili...	6329 · Sewer	314.32
			City of Arlington-Utili...	6322 · Sanitation - RV	142.00
			City of Arlington-Utili...	8521 · Utilities	219.00
			City of Arlington-Utili...	6111 · Utilities	99.00
			City of Arlington-Utili...	6622 · Sanitation	77.00
TOTAL					1,136.34
13486	Bill Pmt -Check	03/03/2023	Colliers Int. Valuati...	1001 · Bank of E/O ...	-2,800.00
13476	Bill	03/03/2023	Colliers Int. Valuatio...	8432 · Engineering ...	2,800.00
TOTAL					2,800.00
13487	Bill Pmt -Check	03/03/2023	Dept. of Consumer ...	1001 · Bank of E/O ...	-76.33
13474	Bill	03/03/2023	Dept. of Consumer ...	6011 · Payroll Taxes...	76.33
TOTAL					76.33
13488	Bill Pmt -Check	03/03/2023	Gilliam County Tax...	1001 · Bank of E/O ...	-1,012.00
13480	Bill	03/03/2023	Gilliam County Tax ...	8441 · Loan - Principal	809.60
			Gilliam County Tax ...	8442 · Loan - Interest	202.40
TOTAL					1,012.00
13489	Bill Pmt -Check	03/03/2023	H2Oregon	1001 · Bank of E/O ...	-23.95
13469	Bill	03/03/2023	H2Oregon	6122 · Meetings and...	23.95
TOTAL					23.95
13490	Bill Pmt -Check	03/03/2023	Loop Net	1001 · Bank of E/O ...	-79.00
13466	Bill	02/17/2023	Loop Net	8426 · Advertising &...	79.00
TOTAL					79.00
13491	Bill Pmt -Check	03/03/2023	Oregon Correction...	1001 · Bank of E/O ...	-307.00

PORT OF ARLINGTON
Check Detail
March 2023

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Source Name</u>	<u>Account</u>	<u>Original Amount</u>
13475	Bill	03/03/2023	Oregon Corrections ...	6325 · Advertising - ...	307.00
TOTAL					<u>307.00</u>
13492	Bill Pmt -Check	03/03/2023	SDIS	1001 · Bank of E/O ...	-7,658.59
13473	Bill	03/03/2023	SDIS	6015 · Employee Be...	3,249.60
			SDIS	6015 · Employee Be...	1,159.39
			SDIS	6015 · Employee Be...	3,249.60
TOTAL					<u>7,658.59</u>
13493	Bill Pmt -Check	03/03/2023	VanKoten & Cleave...	1001 · Bank of E/O ...	-210.00
13479	Bill	03/03/2023	VanKoten & Cleavel...	6113 · Legal Fees	63.00
			VanKoten & Cleavel...	8423 · Legal Fees	126.00
			VanKoten & Cleavel...	6522 · Legal Fees - ...	21.00
TOTAL					<u>210.00</u>
13494	Check	03/03/2023	Arlington Saddle C...	1001 · Bank of E/O ...	-200.00
			Arlington Saddle Club	6121 · Donations	200.00
TOTAL					<u>200.00</u>
13502	Check	03/16/2023	Mid-Columbia Title...	1001 · Bank of E/O ...	-5,000.00
			Mid-Columbia Title ...	8431 · Land Improve...	5,000.00
TOTAL					<u>5,000.00</u>
13503	Check	03/16/2023	Journey Home Ins...	1001 · Bank of E/O ...	-479.00
			Journey Home Inspe...	8432 · Engineering ...	479.00
TOTAL					<u>479.00</u>
13510	Liability Check	03/31/2023	Fidelity Brokerage ...	1001 · Bank of E/O ...	-1,861.27
			Fidelity Brokerage S...	2100 · Payroll Liabili...	1,861.27
TOTAL					<u>1,861.27</u>