



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

Port of Arlington
AGENDA
5:00 pm
Tuesday, January 8, 2019
Meeting Location:
Gilliam County Courthouse
Condon, Or
Regular Commission Meeting

- 1. Call meeting to order**
- 2. Public Comment on non-agenda items**
- 3. Consent Agenda:**
 - Approval of December 11, 2018 Commission Meeting Minutes
 - Approval of December 2018 Payables and Financials
- 4. Chairman's Report –**
- 5. Commissioner's Reports –**
- 6. Economic Development –**
 - 6.1 Small Business Assistance Grant quarterly report – Lori's Place
 - 6.2 Small Business Assistance Grant quarterly final report – Countryside Dispatch
 - 6.3 Irrigation Study Update -
 - 6.3 EDO Report -
- 7. Administration –**
 - 7.1 Final Audit Update –

Upcoming Meetings:

Regular Commission Meeting on Tuesday, February 12, 2019 at Port of Arlington Office

This meeting is conducted in a handicapped accessible room

Posted: Wednesday, January 2, 2019: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office -Condon & Arlington; Arlington City Hall; Port Office

**Regular Commission Meeting
MINUTES
Port of Arlington
December 11, 2018
5 p.m.
Port Office – 100 Port Island Rd.
Arlington, OR**

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

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

Absent:

Audience: Tony Price; Lynda Davis; Jennifer Smallfoot; Nathan Smallfoot

- 2. Public Comment on non-agenda items- None**

- 3. Consent Agenda:**

- Approval of November 13, 2018 Commission Meeting Minutes
 - Approval of November 2018 Payables and Financials
- Vice President Kennedy moved to approve the consent agenda and Commissioner Fitzsimmons seconded. The motion carried 3-0

- 4. Chairman's Report: None**

- 5. Commissioner Reports:** Commissioner Fitzsimmons says he talked with Councilor Johnson from the City. The Councilors are having a retreat next month and hopefully get something started on the water at the Condon Airport. Dewey would look into getting cost estimates for drilling / blasting the water line through the rock.

- 6. Small Business Assistance Grants**

6.1 Arlington Towing and Repair Quarterly Report for Arlington Towing - Paul Jayco says he is extremely busy with his shop. The Tow Truck is painted and towing two or three cars a week, in line with expectations. Mr. Jayco is in the process of filling out paperwork with the state to become a registered tow truck. An OSP officer needs to sign off on the tow truck before the tow truck is certified for state towing use. The Licensing and Bonding are approved on the tow trucks. Mr. Jayco would like EDO Mitchell to help him so he can get a sign on the freeway for Arlington Towing and Repair. EDO Mitchell said Paul should become a member of the Arlington and Condon Chambers. The Condon Chamber can help with web design for his company to give his towing business exposure.

6.2 Nathan and Jennifer Smallfoot with A Town Rentals, presented their grant request for consideration. The Smallfoot's are starting up an equipment rental business. Their inventory is quite extensive. They are asking for a \$10,000 grant to round out their rental equipment inventory. The Smallfoot's will run their business 8am to 6pm seven days a week. The City of Arlington has approved a business license for being a delivery business only equipment rental business. The Smallfoots will be applying for a home based business license once their business gets off the ground. The Smallfoot's have already invested over \$80,000 in their new business. Attorney Cleaveland is willing to assist with rental contract. The Board consensus that there is definitely a need for an equipment rental service in our area. Commissioner Hunking moved to approve the grant request for \$10,000.00 with Conditions of Approval:

1. Quarterly reports, presented to the Board by the grant recipient, are required for the first year. They shall include a financial report and profit and loss spreadsheet along with a written progress report.
 2. Remain in residence for at least one year in Gilliam County, following approval of grant.
 3. Funds will be distributed on a reimbursement policy. Grant recipient will purchase materials and supplies and bring receipts to the Port for reimbursement.
 4. A grant agreement will be prepared by Port Attorney. The agreement will include the conditions of approval along with a clause that the grant recipient will reimburse the Port for all monies received if grant recipient does not comply with the conditions of approval.
- Commissioner McGuire seconded. The motion carried 3-0

6.3 Small Business Assistance. Tony Price presented several projects he is working on including a Gun Range at the Condon Radar Base, a Photo Contest for the A-Town Throw Down event, Painting of the Grain Silos, and photo gallery of pictures for the Port's promotional efforts.
The Port Board will take all items under advisement.

Break for Dinner 6:05 pm-6:29
Meeting cont'd

7. Economic Development:

7.1 Mesa Group Lease Amendment – Attorney Cleaveland presented the final drafted, revised lease agreement for approval. This matter was discussed at the Ports November 13, 2018 meeting. Commissioner Hunking moved to accept the revised lease agreement that included the lowering of the monthly rent payment from \$2500.00 to \$1700.00 per month. Commissioner Fitzsimmons seconded.
The motion carried 3-0

7.2 Railroad Avenue Property Lease – Watco is proposing to lease half an acre on 485 Shane Drive in Arlington from the Port for a build a commercial office. The lease rate will be \$500.00 a month for the property. The project will require a site plan application with the City of Arlington. Pillar Consulting has presented a proposal to complete the Design and Planning Application for \$12,225 including the cost of the survey. These costs will be reimbursed by Watco exclusive of the cost of the additional survey for the balance of the site and the cost of flood plain mapping. Commissioner Hunking moved to authorize the funds for the survey of 485 Shane Drive, property lease rate of \$500 a month and authorize EDO Mitchell to sign survey and design agreement. Commissioner McGuire seconded. The motion carried 3-0

Resolution No. 18-01 for the Port of Arlington to authorize lease agreement. It is further resolved that the property shown on the attached Exhibit "A" is approximate and a more detailed property description will be available shortly after this approval. The Port staff are hereby authorized to amend the property description in Exhibit "A" and in the Lease prior to the final signing of the Lease so long as the amended property description does not significantly increase the amount of property being leased to Watco Companies, LLC. Commissioner Hunking moved to approve and authorize Port Manager Peter Mitchell to amend property description once the legal survey is complete. Commissioner Fitzsimmons seconded. The motion carried 3-0

7.3 The Port just received the Irrigation Feasibility Assessment draft from CES. A hard copy was presented to each Commissioner. Commissioner Hunking moved to table the assessment discussion until the next month's board meeting to allow the board time to review the study. Commissioner Kennedy seconded the motion. The motion carried 4-0

7.4 Flex Building is complete and came in on budget. The Port is working with two prospects for leasing the building.

7.5 EDO Report

EDO Mitchell reported that there was some discrepancy on how much land is at the Willow Creek Port site. Anderson and Perry has provided two cost quotes to determine the acreage, one for \$2500 and a more precise survey for \$5000. The cost quote was provided. Commissioner Hunking moved to have Anderson Perry perform a full survey for \$5000 Commissioner McGuire seconded. Motion carried 3-0

Avingrid has broken ground on the new wind turbine farm site, the Montague project. The company reports that the workforce will peak out in about March 2019, with 200 workers.

Accordingly, the City of Arlington changed the RV ordinance to allow one RV to be parked on private property. City residents will need to go to the City Records office to apply for a license.

Pat and Leah Shannon presented their ideas for remodeling and reopening the Village Inn restaurant to the County Court. The Port has provided the couple with Business Planning assistance as well as sharing the Port's "Big Stone Lodge" feasibility study on the VI complex.

Judge elect Farrar and Commissioner elect Wilkins, met with EDO Mitchell to share ideas on various projects. It was a good meeting. Judge Elect is well on her way to develop her first "100 day" plan.

EDO Mitchell will be presenting the Port's quarterly report to the County Court on December 19th.

Island Park Bathroom Renovation Project: The Marine board wanted the Port to make a few minor changes to the parking lot layout to minimize conflicts between various user groups. Once engineer Andy Jansky makes the adjustments to the plan and advises on cost, the project can be submitted for the next round of grants.

8.0 Administration –

8.1 Health Insurance and Audit Update: The Port has completed all documentation to change health insurers to SDIS from Providence. The Port received the Auditors draft report on December 10, 2018. The final Audit will be completed by the next Port Board meeting in January, 2019.

Meeting adjourned 7:26 pm

President Ron Wilson

V.P. Dewey Kennedy

**Port of Arlington
Regular Monthly Commission Meeting
Tuesday, January 8, 2019
DECEMBER 2018 PAYABLES**

Resources:

Deposits and Credits through 12/31/2018 (see attached detail)

Total Deposits and Credits– All Accounts	\$124,836.31
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Expenses:

Checks Written: 8907 through 8928

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

Total Expenses and Transfers– All Accounts	(\$33,522.72)
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Bank Balance Information:

Ending Balance as of 12/31/18: Bank of Eastern Oregon Checking: \$ 336,237.84
Bank of E. Oregon Reserve Fund: \$ 52,241.13
Bank of E. Oregon Muni Market Fund: \$ 161,041.96
LGIP: (12/31/18) \$1,242,857.29

Commission President Ron Wilson

Vice President Dewey Kennedy

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '18 - Jun 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	1,103,769.00	914,400.00	120.7%
4010 · Taxes-Current	98,360.57	100,000.00	98.4%
4011 · Taxes-Prior	1,914.00	500.00	382.8%
4020 · Interest - NOW Checking	50.44		
4021 · Interest - Best A/C	1,575.04		
4022 · Interest - LGIP A/C	12,709.64	10,000.00	127.1%
4030 · Land Rental	425.00	10,000.00	4.3%
4050 · Grain Elevator Lease Pymt	105,250.00	103,000.00	102.2%
4110 · Grants Income			
4111 · OSMB Grant	0.00	100.00	0.0%
4113 · Gilliam County Grant	0.00	100.00	0.0%
4114 · Unanticipated Grant Funds	0.00	100.00	0.0%
4115 · Safety Grant	0.00	100.00	0.0%
4116 · Grant-Island Erosion Repair	0.00	0.00	0.0%
4120 · MAPS Grant	7,000.00	7,050.00	99.3%
Total 4110 · Grants Income	7,000.00	7,450.00	94.0%
4210 · Marina Revenue	3,928.00	5,000.00	78.6%
4211 · RV Park Revenues			
4211-1 · RV Park Monthly Rent	17,645.00		
4211-2 · RV Park Weekly Rent	1,311.00		
4211-3 · RV Park Daily Rent	4,043.00		
4211-4 · RV Park Dry Camp	1,231.00		
4211-5 · Monthly TV	100.00		
4211 · RV Park Revenues - Other	20.00	40,000.00	0.1%
Total 4211 · RV Park Revenues	24,350.00	40,000.00	60.9%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	7,947.58	7,000.00	113.5%
4213-1 · Diesel Sales	3,990.18	2,000.00	199.5%
Total 4213 · Marina Fuel Revenue	11,937.76	9,000.00	132.6%
4214 · Marina Power and Water Revenue	320.00	200.00	160.0%
4340 · Willow Creek Rock Sales	11,496.46	5,000.00	229.9%
4350 · Willow Creek Lease Revenue	10,000.00		
4400 · Donations/Gifts	4,000.00	100.00	4,000.0%
4500 · Miscellaneous Income	180.00	100.00	180.0%
Total GENERAL FUND RESOURCES	1,397,265.91	1,204,750.00	116.0%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	458,206.00	335,056.00	136.8%
5031 · Building Lease 11-002	53,200.00	91,200.00	58.3%
5032 · Building Lease 11-004	14,200.00	1,000.00	1,420.0%
5033 · Flex Bldg Lease	250.00	1,000.00	25.0%
5113 · Grants - Gilliam County	261,124.25	350,000.00	74.6%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5116 · Grants - Other	7,848.00	6,000.00	130.8%
5130 · SIP Funds	0.00	25,000.00	0.0%
5600 · Transfer from General Fund	0.00	0.00	0.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOUR...	794,828.25	810,256.00	98.1%
RESERVE FUND RESOURCES			
9000 · Reserve Fund Beginning Balance	41,463.00	41,000.00	101.1%
9001 · Transfer from General Fund	10,300.00	10,300.00	100.0%
9002 · Interest Earned Reserve Fund	477.97	350.00	136.6%
Total RESERVE FUND RESOURCES	52,240.97	51,650.00	101.1%
Total Income	2,244,335.13	2,066,656.00	108.6%
Expense			
6560 · Payroll Expenses	0.00		

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '18 - Jun 19	Budget	% of Budget
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	10,912.92	23,000.00	47.4%
6009 · Administrative Assistant	22,485.23	45,000.00	50.0%
6011 · Payroll Taxes - Staff	2,632.69	5,000.00	52.7%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	119.74	250.00	47.9%
6015 · Employee Benefits Insurance	8,109.61	25,000.00	32.4%
6016 · Employee Benefits Retirement	5,254.83	8,000.00	65.7%
Total 6000 · Personal Services - AD	49,515.02	106,750.00	46.4%
6100 · Materials and Services - AD			
6111 · Utilities	1,012.41	3,000.00	33.7%
6112 · Office Supplies and Equipment	1,355.86	3,000.00	45.2%
6113 · Legal Fees	4,416.50	9,000.00	49.1%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	792.48	3,000.00	26.4%
6115 · Dues, Subscriptions, Fees - Other	2,569.32	2,000.00	128.5%
Total 6115 · Dues, Subscriptions, Fees	3,361.80	5,000.00	67.2%
6116 · Audit, Budget, Legal Notices	6,910.00	8,000.00	86.4%
6117 · Telephone and Internet Srv.	1,378.35	2,000.00	68.9%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	2,254.09	2,500.00	90.2%
6120 · Medi/SS for Commissioners	80.32	300.00	26.8%
6121 · Donations	325.00	1,000.00	32.5%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	65.00	200.00	32.5%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	30,700.00	0.0%
6127 · Commissioner Conference & Trave	451.66	3,000.00	15.1%
6128 · Staff Travel/Food/Lodging	126.54	500.00	25.3%
6129 · Postage	262.51	800.00	32.8%
6130 · Bad Debt Write Off	0.00	1,500.00	0.0%
6100 · Materials and Services - AD - Other	55.56		
Total 6100 · Materials and Services - AD	22,055.60	75,250.00	29.3%
6170 · Transfers Out of General Fund	10,300.00	10,300.00	100.0%
Total ADMINISTRATION EXPENSES	81,870.62	192,300.00	42.6%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	3,829.18	12,500.00	30.6%
6611 · Payroll Taxes	310.30	750.00	41.4%
6612 · Worker's Comp Insurance	141.85	500.00	28.4%
Total 6600 · Personal Services	4,281.33	13,750.00	31.1%
6620 · Materials & Services			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	344.00	1,000.00	34.4%
6623 · Comfort Station Supplies	13.98	1,800.00	0.8%
6624 · Park Electricity	726.42	1,500.00	48.4%
6625 · Pest Control / Chem & Fert.	0.00	200.00	0.0%
6626 · Insurance	0.00	2,000.00	0.0%
6627 · Park Maintenance & Supplies	678.44	2,800.00	24.2%
6628 · Miscellaneous	0.00	100.00	0.0%
Total 6620 · Materials & Services	1,762.84	10,600.00	16.6%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '18 - Jun 19	Budget	% of Budget
6630 · Capital Outlay			
6635 · Grant Match Isl.Erosion Repair	0.00	20,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	10,000.00	0.0%
6631 · Park Improvements	0.00	90,000.00	0.0%
6632 · Engineering & Surveying	940.00	10,000.00	9.4%
Total 6630 · Capital Outlay	940.00	130,000.00	0.7%
Total ISLAND PARK	6,984.17	154,350.00	4.5%
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	211.55	3,700.00	5.7%
6711 · Payroll Taxes	13.40	250.00	5.4%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
6700 · Personal Services - Other	9.49		
Total 6700 · Personal Services	284.44	4,000.00	7.1%
6720 · Materials & Services			
6721 · Marina Electricity	802.59	3,000.00	26.8%
6722 · OMB Repairs - 1/2 MAPS	225.18	2,000.00	11.3%
6723 · Insurance	0.00	2,500.00	0.0%
6724 · Marina Maint. & Supplies	1,356.33	2,500.00	54.3%
6725 · Miscellaneous	285.29	500.00	57.1%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	3,000.00	0.0%
6727-1 · Marina Gas	5,451.58	11,000.00	49.6%
Total 6727 · Marina Fuel	5,451.58	14,000.00	38.9%
Total 6720 · Materials & Services	8,120.97	24,500.00	33.1%
Total MARINA	8,405.41	28,500.00	29.5%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	213.13	3,000.00	7.1%
6311 · Payroll Taxes, Maintenance - RV	12.82	300.00	4.3%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
6300 · Personal Services - RV - Other	10.23		
Total 6300 · Personal Services - RV	436.18	3,500.00	12.5%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	1,937.80	4,000.00	48.4%
6322 · Sanitation - RV	650.00	2,000.00	32.5%
6323 · Electricity - RV Park	3,557.94	7,500.00	47.4%
6324 · WIFI - RV	305.20	600.00	50.9%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	109.82	1,000.00	11.0%
6327 · Insurance - RV	0.00	1,000.00	0.0%
6328 · Misc. - RV	12.00	500.00	2.4%
6329 · Sewer	2,277.76	4,000.00	56.9%
Total 6320 · Materials & Services - RV	8,850.52	21,100.00	41.9%
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	0.00	5,000.00	0.0%
Total 6340 · Capital Outlay - RV	0.00	5,000.00	0.0%
Total RV PARK EXPENSES	9,286.70	29,600.00	31.4%
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,086.97	1,200.00	90.6%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	1,086.97	1,300.00	83.6%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '18 - Jun 19	Budget	% of Budget
6540 · Capital Outlay - WQ			
6542 · Engineering & Surveying	0.00	50,000.00	0.0%
6540 · Capital Outlay - WQ - Other	0.00	748,700.00	0.0%
Total 6540 · Capital Outlay - WQ	0.00	798,700.00	0.0%
Total WILLOW CREEK QUARRY	1,086.97	800,000.00	0.1%
Total GENERAL FUND EXPENSES	107,633.87	1,204,750.00	8.9%
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	32,738.86	67,000.00	48.9%
8410-1 · Admin. Asst. 1/3	9,994.04	20,000.00	50.0%
8411 · Payroll Taxes	3,300.64	9,500.00	34.7%
8412 · Worker's Comp Ins.	100.00	300.00	33.3%
8413 · Employee Benefits - Insurance	11,593.68	35,000.00	33.1%
8414 · Employee Benefits - Retirement	5,807.20	15,000.00	38.7%
Total PERSONNEL SERVICES	63,534.42	146,800.00	43.3%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	3,166.47	8,000.00	39.6%
8422 · Training/Seminars/Conventions	150.00	5,000.00	3.0%
8423 · Legal Fees	1,102.50	1,000.00	110.3%
8424 · Office Supplies & Equipment	1,121.00	1,000.00	112.1%
8424-3 · Consultant	0.00	4,000.00	0.0%
8425 · Utilities	1,118.11	1,500.00	74.5%
8426 · Advertising & Marketing	3,149.63	35,000.00	9.0%
8426-1 · Dues & Subscriptions	250.00	500.00	50.0%
8426-2 · A Town Throw Down	60.00		
8427 · Telephone & Internet Service	1,122.58	3,500.00	32.1%
8428 · Website Develop. & Maint.	50.00	1,500.00	3.3%
8429 · Building Insurance	465.00	9,000.00	5.2%
8430 · City of Arlington Insitu Lease	10,800.00	21,600.00	50.0%
8430-1 · Feasibility Studies	16,508.07	114,000.00	14.5%
8430-2 · Grant Match	0.00	15,000.00	0.0%
8430-3 · Business Start Up Program	18,777.48	35,000.00	53.6%
8430-4 · Property Taxes	5,018.04	5,000.00	100.4%
8433 · Telecom Infrastr Creation	0.00	0.00	0.0%
8439 · Contingency	0.00	30,000.00	0.0%
Total MATERIALS AND SERVICES	62,858.88	290,600.00	21.6%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	0.00	17,000.00	0.0%
8432 · Engineering & Surveying	3,212.20	37,856.00	8.5%
8435 · Building Construction	423,483.24	305,856.00	138.5%
Total CAPITAL OUTLAY	426,695.44	360,712.00	118.3%
DEBT SERVICE			
8441 · Loan - Principal	4,602.20	9,250.63	49.8%
8442 · Loan - Interest	1,469.80	2,893.37	50.8%
Total DEBT SERVICE	6,072.00	12,144.00	50.0%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	559,160.74	810,256.00	69.0%
RESERVE FUND EXPENSES			
9500 · Repair, Maint.,Grant Match	0.00	51,650.00	0.0%
Total RESERVE FUND EXPENSES	0.00	51,650.00	0.0%
Total Expense	666,794.61	2,066,656.00	32.3%
Net Ordinary Income	1,577,540.52	0.00	100.0%
Net Income	1,577,540.52	0.00	100.0%

PORT OF ARLINGTON
Profit & Loss Prev Year Comparison
July 1 through December 27, 2018

	Oct 18	Oct 17	\$ Change	% Change	Nov 18	Nov 17	\$ Change	% Change	Dec 1 - 27, 18	Dec 1 - 27, 17	\$ Change	% Change
Income												
4210 · Marina Revenue	586.00	980.00	-394.00	-40.2%	170.00	-556.00	726.00	130.58%	170.00	656.00	-486.00	-74.09%
4211 · RV Park Revenues												
4211-1 · RV Park Monthly Rent	2,875.00	3,800.00	-925.00	-24.34%	3,000.00	3,005.00	-5.00	-0.17%	3,000.00	2,250.00	750.00	33.33%
4211-2 · RV Park Weekly Rent	775.00	500.00	275.00	55.0%	0.00	625.00	-625.00	-100.0%	0.00	0.00	0.00	0.0%
4211-3 · RV Park Daily Rent	300.00	570.00	-270.00	-47.37%	208.00	150.00	58.00	38.67%	20.00	90.00	-70.00	-77.78%
4211-4 · RV Park Dry Camp	119.00	110.00	9.00	8.18%	20.00	46.00	-26.00	-56.52%	0.00	0.00	0.00	0.0%
4211-5 · Monthly TV	20.00	0.00	20.00	100.0%	40.00	0.00	40.00	100.0%	40.00	0.00	40.00	100.0%
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%
4211 · RV Park Revenues - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 4211 · RV Park Revenues	4,089.00	4,980.00	-891.00	-17.89%	3,268.00	3,826.00	-558.00	-14.58%	3,060.00	2,340.00	720.00	30.77%
4213 · Marina Fuel Revenue												
4213-2 · Gasoline Sales	2,352.91	979.78	1,373.13	140.15%	516.79	900.39	-383.60	-42.6%	182.91	184.69	-1.78	-0.96%
4213-1 · Diesel Sales	2,441.98	0.00	2,441.98	100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 4213 · Marina Fuel Revenue	4,794.89	979.78	3,815.11	389.38%	516.79	900.39	-383.60	-42.6%	182.91	184.69	-1.78	-0.96%
4214 · Marina Power and Water Revenue	20.00	180.00	-160.00	-88.89%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4340 · Willow Creek Rock Sales	1,579.32	1,068.74	510.58	47.77%	910.89	1,509.92	-599.03	-39.67%	238.44	1,562.09	-1,323.65	-84.74%

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

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

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PORT OF ARLINGTON
Deposit Detail
December 2018

Type	Num	Date	Name	Account	Amount
Deposit		12/03/2018		1001 · Bank of E/O ...	698.57
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	19.08
			Heartland Payment ...	4210 · Marina Reven...	-50.00
			Heartland Payment ...	6115-1 · Credit Card...	1.03
			Heartland Payment ...	6115 · Dues, Subscri...	81.32
TOTAL					-698.57
Deposit		12/03/2018		1001 · Bank of E/O ...	395.00
			Cash Sales	4211-5 · Monthly TV	-20.00
			Cash Sales	4211-1 · RV Park M...	-375.00
TOTAL					-395.00
Deposit		12/06/2018		1001 · Bank of E/O ...	8,725.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Insitu Inc.	5031 · Building Leas...	-7,600.00
TOTAL					-8,725.00
Deposit		12/07/2018		1001 · Bank of E/O ...	8.22
			Heartland Payment ...	4213-2 · Gasoline S...	-8.50
			Heartland Payment ...	6115-1 · Credit Card...	0.28
TOTAL					-8.22
Deposit		12/10/2018		1001 · Bank of E/O ...	374.11
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	0.89
TOTAL					-374.11

124,836.31

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PORT OF ARLINGTON
Deposit Detail
December 2018

Type	Num	Date	Name	Account	Amount
Deposit		12/10/2018		1001 · Bank of E/O ...	1,870.00
			Cash Sales	4211-5 · Monthly TV	-20.00
			White Lightning Elec...	5032 · Building Leas...	-1,700.00
			Cash Sales	4210 · Marina Reven...	-120.00
Payment	13295	12/10/2018	The City of Arlington	1499 · Undeposited ...	-30.00
TOTAL					-1,870.00
Deposit		12/14/2018		1001 · Bank of E/O ...	7,201.50
			Gilliam County Clerk	5113 · Grants - Gillia...	-7,181.50
			Cash Sales	4211-3 · RV Park D...	-20.00
TOTAL					-7,201.50
Deposit		12/17/2018		1001 · Bank of E/O ...	120.68
			Heartland Payment ...	4213-2 · Gasoline S...	-121.13
			Heartland Payment ...	6115-1 · Credit Card...	0.45
TOTAL					-120.68
Deposit		12/18/2018		1001 · Bank of E/O ...	91,846.05
			Gilliam County Treas...	4011 · Taxes-Prior	-29.77
			Gilliam County Treas...	4010 · Taxes-Current	-91,816.28
TOTAL					-91,846.05
Deposit		12/20/2018		1001 · Bank of E/O ...	5,245.72
			Cash Sales	4213-2 · Gasoline S...	-7.28
Payment	13198	12/20/2018	W.I. Construction, Inc.	1499 · Undeposited ...	-5,238.44
TOTAL					-5,245.72

PORT OF ARLINGTON
Deposit Detail
December 2018

Type	Num	Date	Name	Account	Amount
Deposit		12/21/2018		1001 · Bank of E/O ...	418.59
			Heartland Payment ...	4213-2 · Gasoline S...	-46.00
			Heartland Payment ...	6115-1 · Credit Card...	0.88
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	1.53
TOTAL					-418.59
Deposit		12/28/2018		1001 · Bank of E/O ...	7,732.00
			Cash Sales	4210 · Marina Reven...	-132.00
			Insitu Inc.	5031 · Building Leas...	-7,600.00
TOTAL					-7,732.00
Deposit		12/28/2018		1001 · Bank of E/O ...	200.87
			Heartland Payment ...	4213-2 · Gasoline S...	-153.80
			Heartland Payment ...	6115-1 · Credit Card...	1.89
			Heartland Payment ...	4210 · Marina Reven...	-50.00
			Heartland Payment ...	6115-1 · Credit Card...	1.04
TOTAL					-200.87
Paycheck	DD1128	12/31/2018	Margheim, Kelly L	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expen...	2,940.00
				6560 · Payroll Expen...	82.50
				6560 · Payroll Expen...	160.00
				6560 · Payroll Expen...	160.00
				6560 · Payroll Expen...	100.00
				6560 · Payroll Expen...	1,333.20
				2100 · Payroll Liabilit...	-1,333.20
				6560 · Payroll Expen...	115.54
				2100 · Payroll Liabilit...	-115.54
				6560 · Payroll Expen...	413.10
				2100 · Payroll Liabilit...	-413.10
				6560 · Payroll Expen...	4.78
				2100 · Payroll Liabilit...	-4.78
				2100 · Payroll Liabilit...	-3.44
				2100 · Payroll Liabilit...	-183.00
				6560 · Payroll Expen...	213.44
				2100 · Payroll Liabilit...	-213.44
				2100 · Payroll Liabilit...	-213.44
				6560 · Payroll Expen...	49.91

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PORT OF ARLINGTON
Deposit Detail
December 2018

Type	Num	Date	Name	Account	Amount
				2100 · Payroll Liabilit...	-49.91
				2100 · Payroll Liabilit...	-49.91
				2100 · Payroll Liabilit...	-203.00
				2111 · Direct Deposi...	-400.00
				2111 · Direct Deposi...	-2,389.71
TOTAL					0.00
Paycheck	DD1129	12/31/2018	Mitchell, Peter D	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expen...	6,579.46
				6560 · Payroll Expen...	679.17
				6560 · Payroll Expen...	871.04
				2100 · Payroll Liabilit...	-871.04
				6560 · Payroll Expen...	1,899.80
				2100 · Payroll Liabilit...	-1,899.80
				6560 · Payroll Expen...	157.14
				2100 · Payroll Liabilit...	-157.14
				6560 · Payroll Expen...	4.79
				2100 · Payroll Liabilit...	-4.79
				2100 · Payroll Liabilit...	-7.26
				2100 · Payroll Liabilit...	-599.00
				6560 · Payroll Expen...	450.04
				2100 · Payroll Liabilit...	-450.04
				2100 · Payroll Liabilit...	-450.04
				6560 · Payroll Expen...	105.25
				2100 · Payroll Liabilit...	-105.25
				2100 · Payroll Liabilit...	-105.25
				2100 · Payroll Liabilit...	-479.00
				2111 · Direct Deposi...	-5,618.08
TOTAL					0.00

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PORT OF ARLINGTON
Check Detail
December 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		12/10/2018	QuickBooks Payrol...		1001 · Bank of E/O ...		-1.75
					6560 · Payroll Expen...	-1.75	1.75
TOTAL						-1.75	1.75
Liability Check		12/28/2018	QuickBooks Payrol...		1001 · Bank of E/O ...		-8,411.29
					6560 · Payroll Expen...	-3.50	3.50
			QuickBooks Payroll ...		2111 · Direct Deposi...	-8,407.79	8,407.79
TOTAL						-8,411.29	8,411.29
Check	EFT	12/11/2018	Pacific Power		1001 · Bank of E/O ...		-1,981.94
					6111 · Utilities	-204.86	204.86
					6323 · Electricity - R...	-1,221.62	1,221.62
					6721 · Marina Electri...	-36.15	36.15
					6624 · Park Electricity	-192.50	192.50
					6721 · Marina Electri...	-29.38	29.38
					6721 · Marina Electri...	-166.12	166.12
					8425 · Utilities	-131.31	131.31
TOTAL						-1,981.94	1,981.94
Check	EFT	12/11/2018	Peter Mitchell		1001 · Bank of E/O ...		-382.97
					8421 · Travel/Food/L...	-271.97	271.97
					8427 · Telephone & I...	-111.00	111.00
TOTAL						-382.97	382.97
Liability Check	EFTPS	12/14/2018	United States Trea...		1001 · Bank of E/O ...		-2,772.74
					2100 · Payroll Liabilit...	-841.00	841.00
					2100 · Payroll Liabilit...	-782.79	782.79
					2100 · Payroll Liabilit...	-782.79	782.79
					2100 · Payroll Liabilit...	-183.08	183.08
					2100 · Payroll Liabilit...	-183.08	183.08
TOTAL						-2,772.74	2,772.74

33,522.72

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PORT OF ARLINGTON
Check Detail
December 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	DD1128	12/31/2018	Margheim, Kelly L		1001 · Bank of E/O ...		0.00
				6560 · Payroll Expen...		-2,940.00	2,940.00
				6560 · Payroll Expen...		-82.50	82.50
				6560 · Payroll Expen...		-160.00	160.00
				6560 · Payroll Expen...		-160.00	160.00
				6560 · Payroll Expen...		-100.00	100.00
				6560 · Payroll Expen...		-1,333.20	1,333.20
				2100 · Payroll Liabilit...		1,333.20	-1,333.20
				6560 · Payroll Expen...		-115.54	115.54
				2100 · Payroll Liabilit...		115.54	-115.54
				6560 · Payroll Expen...		-413.10	413.10
				2100 · Payroll Liabilit...		413.10	-413.10
				6560 · Payroll Expen...		-4.78	4.78
				2100 · Payroll Liabilit...		4.78	-4.78
				2100 · Payroll Liabilit...		3.44	-3.44
				2100 · Payroll Liabilit...		183.00	-183.00
				6560 · Payroll Expen...		-213.44	213.44
				2100 · Payroll Liabilit...		213.44	-213.44
				2100 · Payroll Liabilit...		213.44	-213.44
				6560 · Payroll Expen...		-49.91	49.91
				2100 · Payroll Liabilit...		49.91	-49.91
				2100 · Payroll Liabilit...		49.91	-49.91
				2100 · Payroll Liabilit...		203.00	-203.00
				2111 · Direct Deposi...		400.00	-400.00
				2111 · Direct Deposi...		2,389.71	-2,389.71
TOTAL						0.00	0.00
Paycheck	DD1129	12/31/2018	Mitchell, Peter D		1001 · Bank of E/O ...		0.00
				6560 · Payroll Expen...		-6,579.46	6,579.46
				6560 · Payroll Expen...		-679.17	679.17
				6560 · Payroll Expen...		-871.04	871.04
				2100 · Payroll Liabilit...		871.04	-871.04
				6560 · Payroll Expen...		-1,899.80	1,899.80
				2100 · Payroll Liabilit...		1,899.80	-1,899.80
				6560 · Payroll Expen...		-157.14	157.14
				2100 · Payroll Liabilit...		157.14	-157.14
				6560 · Payroll Expen...		-4.79	4.79
				2100 · Payroll Liabilit...		4.79	-4.79
				2100 · Payroll Liabilit...		7.26	-7.26
				2100 · Payroll Liabilit...		599.00	-599.00
				6560 · Payroll Expen...		-450.04	450.04
				2100 · Payroll Liabilit...		450.04	-450.04
				2100 · Payroll Liabilit...		450.04	-450.04
				6560 · Payroll Expen...		-105.25	105.25

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PORT OF ARLINGTON
Check Detail
December 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					2100 · Payroll Liabilit...	105.25	-105.25
					2100 · Payroll Liabilit...	105.25	-105.25
					2100 · Payroll Liabilit...	479.00	-479.00
					2111 · Direct Deposi...	5,618.08	-5,618.08
TOTAL						0.00	0.00
Liability Check	8907	12/01/2018	Fidelity Brokerage ...		1001 · Bank of E/O ...		-1,342.94
					2100 · Payroll Liabilit...	-1,342.94	1,342.94
TOTAL						-1,342.94	1,342.94
Liability Check	8908	12/02/2018	Oregon Departmen...		1001 · Bank of E/O ...		-722.00
					2100 · Payroll Liabilit...	-722.00	722.00
TOTAL						-722.00	722.00
Liability Check	8909	12/02/2018	Oregon Departmen...		1001 · Bank of E/O ...		-9.56
					2100 · Payroll Liabilit...	-9.56	9.56
TOTAL						-9.56	9.56
Check	8911	12/11/2018	Arlington T.V. Coop		1001 · Bank of E/O ...		-120.00
					8427 · Telephone & I...	-20.00	20.00
					6117 · Telephone an...	-80.00	80.00
					6324 · WIFI - RV	-20.00	20.00
TOTAL						-120.00	120.00
Check	8912	12/11/2018	Arlington Market		1001 · Bank of E/O ...		-35.72
					6127 · Commissione...	-35.72	35.72
TOTAL						-35.72	35.72
Check	8913	12/11/2018	Bishop Sanitation I...		1001 · Bank of E/O ...		-85.00
					6622 · Sanitation	-85.00	85.00
TOTAL						-85.00	85.00

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PORT OF ARLINGTON
Check Detail
December 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8914	12/11/2018	Bank of Eastern Or...		1001 · Bank of E/O ...		-1,194.42
					6112 · Office Suppli...	-184.99	184.99
					6115 · Dues, Subscri...	-650.00	650.00
					6129 · Postage	-56.70	56.70
					6129 · Postage	-8.41	8.41
					6112 · Office Suppli...	-96.07	96.07
					6112 · Office Suppli...	-48.49	48.49
					6115 · Dues, Subscri...	-69.99	69.99
					6119 · Commissione...	-79.77	79.77
TOTAL						-1,194.42	1,194.42
Check	8915	12/11/2018	Bank of Eastern Or...		1001 · Bank of E/O ...		-150.00
					8422 · Training/Semi...	-150.00	150.00
TOTAL						-150.00	150.00
Check	8916	12/11/2018	Loop Net		1001 · Bank of E/O ...		-69.00
					8426 · Advertising & ...	-69.00	69.00
TOTAL						-69.00	69.00
Check	8917	12/11/2018	Cascade Earth Sci...		1001 · Bank of E/O ...		-5,383.82
					8430-1 · Feasibility S...	-5,383.82	5,383.82
TOTAL						-5,383.82	5,383.82
Check	8918	12/11/2018	Meadow Outdoor A...		1001 · Bank of E/O ...		-1,308.00
					8430-3 · Business St...	-1,308.00	1,308.00
TOTAL						-1,308.00	1,308.00
Check	8919	12/11/2018	Gilliam County Tre...		1001 · Bank of E/O ...		-1,012.00
					8441 · Loan - Principal	-770.23	770.23
					8442 · Loan - Interest	-241.77	241.77
TOTAL						-1,012.00	1,012.00

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PORT OF ARLINGTON

Check Detail

December 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8920	12/11/2018	City of Arlington		1001 - Bank of E/O ...		-1,081.72
					6321 - Water Fees - ...	-389.80	389.80
					6329 - Sewer	-457.92	457.92
					6322 - Sanitation - RV	-117.00	117.00
					6111 - Utilities	-44.00	44.00
					8425 - Utilities	-44.00	44.00
					6622 - Sanitation	-29.00	29.00
TOTAL						-1,081.72	1,081.72
Check	8921	12/17/2018	Oregon Secretary ...		1001 - Bank of E/O ...		-150.00
					6115 - Dues, Subscri...	-150.00	150.00
TOTAL						-150.00	150.00
Check	8922	12/26/2018	Bishop Sanitation I...		1001 - Bank of E/O ...		-85.00
					6622 - Sanitation	-85.00	85.00
TOTAL						-85.00	85.00
Check	8923	12/26/2018	Gorge Networks		1001 - Bank of E/O ...		-200.23
					8427 - Telephone & I...	-49.58	49.58
					6117 - Telephone an...	-101.15	101.15
					6117 - Telephone an...	-49.50	49.50
TOTAL						-200.23	200.23
Check	8924	12/26/2018	Solutions, CPAs PC		1001 - Bank of E/O ...		-3,910.00
					6116 - Audit, Budget...	-3,910.00	3,910.00
TOTAL						-3,910.00	3,910.00

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PORT OF ARLINGTON

Check Detail

December 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8925	12/26/2018	Annala, Carey, Van...		1001 · Bank of E/O ...		-1,107.50
				8423 · Legal Fees		-87.50	87.50
				8423 · Legal Fees		-87.50	87.50
				8423 · Legal Fees		-52.50	52.50
				6113 · Legal Fees		-560.00	560.00
				8423 · Legal Fees		-17.50	17.50
				8423 · Legal Fees		-122.50	122.50
				8423 · Legal Fees		-87.50	87.50
				8423 · Legal Fees		-17.50	17.50
				6113 · Legal Fees		-75.00	75.00
TOTAL						-1,107.50	1,107.50
Check	8926	12/26/2018	Pillar Consulting G...		1001 · Bank of E/O ...		-1,630.00
				8432 · Engineering ...		-1,630.00	1,630.00
TOTAL						-1,630.00	1,630.00
Check	8927	12/26/2018	Tony Price		1001 · Bank of E/O ...		-200.00
				8426 · Advertising & ...		-200.00	200.00
TOTAL						-200.00	200.00
Paycheck	8928	12/31/2018	Winters, Russell S		1001 · Bank of E/O ...		-175.12
				6560 · Payroll Expen...		-189.84	189.84
				6560 · Payroll Expen...		-0.34	0.34
				2100 · Payroll Liabilit...		0.34	-0.34
				2100 · Payroll Liabilit...		0.19	-0.19
				6560 · Payroll Expen...		-11.77	11.77
				2100 · Payroll Liabilit...		11.77	-11.77
				2100 · Payroll Liabilit...		11.77	-11.77
				6560 · Payroll Expen...		-2.76	2.76
				2100 · Payroll Liabilit...		2.76	-2.76
				2100 · Payroll Liabilit...		2.76	-2.76
TOTAL						-175.12	175.12