

Thursday, October 13, 2022, at 5:00 pm Location: Port of Arlington, 100 Port Island Rd

Join Zoom Meeting
https://us02web.zoom.us/j/9537854875
Meeting ID: 953 785 4875
One tap mobile
+12532158782,,9537854875# US (Tacoma)
+13462487799,,9537854875# US (Houston)

Regular Commission Meeting Agenda Thursday, October 13, 2022

- 1. Call Meeting to Order
- 2. Public Comment on Non-Agenda Items
- 3. Consent Agenda:
 - 3.1 Approve Regular Meeting Minutes for September 8, 2022
 - 3.2 Approve September 2022 Accounts Payable and Financials
- 4. Director Report
 - 4.1 RV Park Rules & Regulations
 Resolution to adopt RV Park Rules & Regulations
 - 4.2 Arlington Mesa
 - 4.3 Conferences Report
 - 4.4 Condon Grade School & Condon Industrial Site
 - 4.5 Performance Evaluation Successful Completion of Probationary Period
 - 4.6 Hydrogen Hub Concept by Obsidian Renewables
- 5. President Report
- 6. Commissioner Reports
- 7. Executive Session (*Placeholder*) ORS 129.660(2)(e) To conduct deliberations with persons designated by governing body to negotiate real property transactions.
- 8. Decision or deliberations on Real Estate Transactions (Placeholder).
- 9. Next Commission Meeting –

 <u>Thursday, November 10, 2022, at 5 pm at Port of Arlington.</u>
- 10. Adjourn Meeting



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Regular Commission Meeting MINUTES 5:00PM

Location: Condon City Hall, 128 S. Main Street

1. Call Meeting to Order

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

Present: President Leah Shannon, Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs; Executive Director Jed Crowther, and Administrative Assistant Kayla Rayburn.

Absent: Attorney Ruben Cleaveland

Audience: none

2. Public Comment- no public comment.

Additions to the Agenda

3. Consent Agenda

- a. Approve Regular Meeting Minutes for August 17, 2022
- b. Approve August 2022 Accounts Payable and Financials

Questions regarding accounts some of the rents were going into, and request for different P&L report for next meeting packet. The P&L report provided did not have all the information the commissioners were looking for.

Motion: Wilson Moved and Wilkins seconded the approval of the regular meeting minutes for August 17, 2022, and the August 2022 Accounts Payable and financials. The Motion carried.

4. Director Report

- a. Marina Moorage Agreement Update
 - i. Resolution to adopt Marina Moorage Rules & Regulations and Practices After the visit by the Marine Board, it was realized the Marina Rules & Regulations weren't specific enough and were outdated. Crowther updated the document and presented to the Board of Commissioners for approval. Questions and lengthy discussion followed regarding the document for approval, some more changes were noted for further update.

Motion: Greiner moved, and Krebs seconded the motion to approve Resolution No. 2022-152; A policy for Marina Moorage Rules & Regulations and Marina Best Management Practices, with proposed changes by commissioners. The motion carried.

b. Industrial Development

It was felt the Port should take the next steps with the industrial property by taking proactive measure to help streamline any potential sales from possible development companies that show an interest to purchase property. These would include situations like zoning, infrastructure restrictions, etc.

Jed will reach out to the City of Arlington to see if they would like our help with any of the industrial property management at the same time. President Shannon feels it is the Ports role to continue to communicate with the city and the current prospective buyer and facilitate the conversation, so we

are advocating for both the city and the buyer. Greiner wanted to emphasize that the roles need to be clear for everyone involved and that each role is wanted.

At this time, it's estimated they are 2-4 weeks out for an LOI (letter of interest) from the time of this meeting. Wilson stated he was impressed with how much homework the company has done, and they are doing their due diligence.

Greiner brought up questions from Les regarding the Country's Economic Development. Whether or not the County Court was in charge or if the Port of Arlington was, he felt one or the other should take the lead. General census that the Port should take the lead role back for Economic Development in the county.

c. Airports Advocacy

There has been a lot of talk regarding the City Airport and if it should be paved. With the Shooting range being so close by it has raised some flags if they could co-exist together after it was paved. Crowther stated if it's structured correctly, he believes there can be a win-win, of getting it paved and keeping the shooting range how it is. He would also make sure it was something the City was even interested before he investigated further into the rules and regulations.

d. Marketing Port Buildings

The former Insitu building is now available, pictures included in meeting packet. It should be an easily marketable building. There is a potential company interested, but Crowther hasn't been able to market or show it yet until the lease termination is finalized. Since the Port now has the keys, he can move forward.

There was a request from WATCO, and Crowther made sure to advise this is concept level only no numbers have been mentioned, they are interested in buying the property their office building sits on instead of leasing it. Concerns that if the Port does sell, it would be putting a first buy back stipulation into the deal. Another concern raised about selling too much of the Ports property all at once. General census form commissioners, currently the commissioners do not want to sell the property to WATCO.

Crowther has spoken to Jack Ingram regarding the WI lease, and he would like to terminate early. He also wants to bring a proposal to the board for a different type of deal for the Willow Creek Property. He stated he is moving right now, and it will be 3-4 weeks before he can get a proposal together. The commissioners decided to send an invoice, and then he can contact the Port about what he would like to do moving forward.

Greiner talked about the City of Condon's possible proposal regarding the Grade school building/property. With the funding for nonprofits available for the abatement of properties, it was discussed to dead the whole building to the Port. Which brought up that the Port could then develop the entire building into housing. At this time there is formal proposal being made, she wanted to bring it to the Port's attention, so they were aware of it. Crowther commends all the research the City of Condon is doing, but he suggests that they come up with a specific plan of what they want before the Port can establish what role they can play in helping with the project.

e. Electric Vehicle Charging Stations

Crowther has submitted the grant application for the car charging stations, and the results will be available in November, with some Corp review needed if the grant is approved.

f. Fish Processing Table

The Port has Found, purchased, and placed a fish cleaning table at the marina for the publics use.

g. Surplus Office Equipment

Crowther wanted to check if there was any official policy in place for outdated/broken office equipment. There is currently nothing in place that he needs to be followed.

5. Presidents Report

Nothing at this time.

6. Commissioner Reports

Wilkins: stated if anyone needs it there is \$225.00 a ton 2 string grass hay for sale. Krebs: went to city of Arlington's council meeting last night 9/7, gave them all the information about upgrading the basketball court at the Earl Snell Park. They requested a proposal written up and submitted to their secretary. Wilson: nothing new just wanted to reemphasize the meeting with the prospective buyer was good. Greiner: nothing currently.

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

Not needed for this meeting.

8. Decision or deliberations on Real Estate Transactions

Nothing at this meeting.

9. Next Meeting

October 13, 2022, at the Port of Arlington Office.

10. Adjourn Meeting

President Leah Shannon adjourned The Regular Commissions meeting at 6:50pm.

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PORT OF ARLINGTON Profit & Loss Prev Year Comparison

July 1 through October 7, 2022

Cash Basis

1:16 PM 10/07/22

	Jul 1 - Oct 7, 22	Jul 1 - Oct 7, 21	\$ Change	% Change
Ordinary Income/Expense Income \$200 · Gronquist Resources \$212 · Office Space #4 \$204 · Colimbia Room Rental \$203 · Shannon Lease	3,075.00 240.00 6,750.00	00 00 00 00 00 00	3,075.00 -610.00 750.00	100.0% -71.8% 12.5%
Total 5200 · Gronquist Resources	10,065.00	6,850.00	3,215.00	46.9%
GENERAL FUND RESOURCES 4010 · Taxes-Current 4011 · Taxes-Prior 4020 · Interest · NOW Checking 4021 · Interest - Best A/C 4022 · Interest - LGIP A/C 4030 · Land Rental	0.00 1,628.46 24.93 213.68 2,415.79 0.00	969.79 1,039.55 78.36 208.21 2,178.85 4,200.00	-959.79 -958.91 -53.43 5.47 5.47 -4,200.00	-100.0% 56.5% -68.2% 2.6% 10.9%
4050 · Grain Elevator Lease Pymt 4110 · Grants Income 4111 · OSMB Grant 4113 · Gilliam County Grant	118,459.81 0.00 15,375.00	115,009.00 269,546.81 0.00	3,450.81 -269,546.81 15,375.00	3.0% -100.0% 100.0%
Total 4110 · Grants Income	15,375.00	269,546.81	-254,171.81	-94.3%
4210 · Marina Revenue	3,381.00	2,445.67	935.33	38.2%
4211 · KV Park Kevenues shower Donation 4211-1 · RV Park Monthly Rent 4211-2 · RV Park Weekly Rent 4211-3 · RV Park Daily Rent 4211-5 · Monthly TV 4211-5 · Monthly TV	96.53 17,480.00 465.00 2,300.00 7,480.00 0.00 266.22	0.00 11,025.00 985.00 2.145.00 1,140.00 0.00	96.53 6,455.00 -520.00 155.00 6,340.00 -10.00 266.22	100.0% 58.6% -52.8% 7.2% 7.2% 556.1% -100.0%
Total 4211 · RV Park Revenues	28,087.75	15,305.00	12,782.75	83.5%
4213 · Marina Fuel Revenue 4213-2 · Gasoline Sales 4213-1 · Diesel Sales 4213 · Marina Fuel Revenue - Other	404.44 0.00 4,725.22	6,143.63 1,759.14 4.72	-5,739.19 -1,759.14 4,720.50	-93.4% -100.0% 100,010.6%
Total 4213 · Marina Fuel Revenue	5,129.66	7,907.49	-2,777.83	-35.1%
4350 · Willow Creek Lease Revenue 4400 · Donations/Gifts 4500 · Miscellaneous Income	0.00 30.00 150.00	10,927.00 0.00 14,693.98	-10,927.00 30.00 -14,543.98	-100.0% 100.0% -99.0%
Total GENERAL FUND RESOURCES	174,894.08	444,499.71	-269,605.63	%2'09-
5000 · ECONOMIC DEVELOP FUND RESOURCES 5034 · Taxes Collected for Triple Net 5031 · Building Lease 11-002 5032 · Building Lease 11-004 5033 · Flex Bldg Lease	1,744,00 162,838.78 6,000.00 6,500.00	3,064,00 23,484,00 6,000,00 13,000,00	-1,320.00 139,354.78 0.00 -6,500.00	-43.1% 593.4% 0.0% -50.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOURCES	177,082.78	45,548.00	131,534.78	288.8%
RESERVE FUND RESOURCES 9002 • Interest Earned Reserve Fund	185.10	153.89	31.21	20.3%
Total RESERVE FUND RESOURCES	185.10	153.89	31.21	20.3%
Total Income	362,226.96	497,051.60	-134,824.64	-27.1%

PORT OF ARLINGTON Profit & Loss Prev Year Comparison

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Cash Basis	in I find	nough October 1, sons		
	Jul 1 - Oct 7, 22	Jul 1 - Oct 7, 21	\$ Change	% Change
Expense 8500 · Gronquist Fund Expences GRONQUIST CAPITOL OUTLAY 8633 · Grant Match Gilliam County	7,200.00	0.00	7,200.00	100.0%
Total GRONQUIST CAPITOL OUTLAY	7,200.00	0.00	7,200.00	100.0%
Materials and Services 8531 • Alarm Monitoring 85230 • Building Maintenance 8528 • Supplies 8527 • Telephone and Internet	162.00 462.60 340.69 192.00	162.00 303.31 334.47 908.25	0.00 159.29 16.22 -116.25	0.0% 52.5% 5.0% 3.77%
8821-1 · Credit Card Fees 8825 · Dues / Subscriptions / Fees 8522 · Office Supplies and Equitment 8521 · Utilities	0.00 40.00 231.37 1,334.04	14.00 25.70 0.00 1,121.41	-14.00 14.30 231.37 212.63	
Total Materials and Services	2,762.70	2,259.94	502.76	22.3%
Personnel Services 8514 - Employee Benifits - Retirement 8513 - Employee Benefits Insurance 8511 - Payroll Taxes 8510 - 3 Maintenance 8510 - 1 - Administrative Assistant 8510 - Port Manager	000 000 000 000 000 000	1,320.55 3,261.69 722.06 2,700.44 3,487.77 4,875.60	-1,320.55 -3,261.69 -7.72.06 -2,700.44 -3,487.77 -4,875.60	%0 00 1- %0 00 1- %0 00 1- %0 00 1-
Total Personnel Services	00.00	16,368.11	-16,368.11	-100.0%
Total 8500 · Gronquist Fund Expences	9,962.70	18,628.05	-8,665,35	-46.5%
6560 · Payroll Expenses GENERAL FUND EXPENSES ADMINISTRATION EXPENSES 6000 · Personal Services - AD 6008 · Port Manager 6000 · Administrative Assistant	75,650.23 · 47.28 0.00	0.00 4,875.59 5,345,20	75,650.23 4,828.31 -5,345.20	100.0% -99.0% -100.0%
6011 · Payroll Taxes - Staff	66.69	823.13	-756.44	-91.9%
6013 · Workmens Compensation	0.00	129.45 2 590.26	-129.45 21 819.23	-100.0% 842.4%
outo: Imployee benefits Insulative 6016 - Employee Benefits Retirement 6000 - Personal Services - AD - Other	7,722.55	831.62	7,722.55	-100.0%
Total 6000 · Personal Services - AD	32,246.01	14,595.25	17,650.76	120.9%
6100 · Materials and Services - AD 6110 · Internet Service 6111 · Utilities 6112 · Office Supplies and Equipment 6113 · Legal Fees	0.00 1,250.75 1,914.59 1,550.00	46.00 90.50 1,096.78 950.00	-46.00 1,160.25 817.81 600.00	-100.0% 1,282.0% 74.6% 63.2%
6115 · Dues, Subscriptions, Fees 6115-1 · Credit Card Fees 6115 · Dues, Subscriptions, Fees · Other	743.83 1,283.78	1,456.72	-712.89 6.69	-48.9% 0.5%
Total 6115 · Dues, Subscriptions, Fees	2,027.61	2,733.81	-706.20	-25.8%

PORT OF ARLINGTON Profit & Loss Prev Year Comparison July 1 through October 7, 2022

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Jul 1 - Oct 7, 22	308.55 812.74 32.58 200.00 60.50 184.99 750 750 740 740 740 740 740 740 740 740 740 74	ervices - AD	6154 · Office Equipment 760.70 Total 6150 · Capital Outlay - AD 760.70	Total ADMINISTRATION EXPENSES	SLAND PARK 6600 · Personal Services 6010 · Personal Services 6010 · Personal Services 6010 · Personal Services 6010 · Maintenance Person 6010 6010 · Person 6010 6010 · Person 6010 6010 · Person 6010	Total 6600 · Personal Services	6620 · Materials & Services 221.00 6622 · Sanitation 461.71 6623 · Comfort Station Supplies 461.71 6624 · Park Electricity 181.09 6627 · Park Maintenance & Supplies 1,103.59	Total 6620 · Materials & Services	6630 · Capital Outlay 6631 · Park Improvements 851.92	Total 6630 · Capital Outlay	Total ISLAND PARK	6700 · Personal Services 6704 · Employee Retirement 6714 · Employee Retirement 6710 · Maintenance Person 6711 · Payroll Taxes 6713 · Other	Total 6700 · Personal Services	6727 · Marina Electricity 6722 · OMB Repairs - 1/2 MAPS 6724 · Marina Bertricity 6725 · Contractural Services 6727 · Marina Dissel 6727 · Marina Dissel 6727 · Marina Fuel
Jul 1 - Oct 7, 21	975.40 125.78 125.78 118.00 0.00 0.00 167.79 8.00 361.97	6,674.03	0.00	21,269.28	370.03 1,388.46 5,376.72 420.18	7,555.39	201.00 19.38 0.00 1,740.54	1,960.92	345.64	345.64	9,861.95	65.90 447.85 23.36 114.60	651.70	388.53 380.50 380.50 756.64 0.00 2,980.00 5,434.49 3,332.77
\$ Change	308.50 -162.66 -93.19 200.00 -37.50 184.99 75.00 -167.79 -8.00 -361.97	1,763.24	760.70	20,174.70	-370.03 -1,388.46 -5,376.72 -420.18	-7,555.39	20.00 442.33 181.09 -636.95	6.47	506.28	506.28	-7,042.64	-65.90 -447.85 -23.36 -114.60	-651.70	-388.53 -386.50 -672.94 1,199.00 1,510.00 3,540.88 -2,911.77
% Change	100.0% -16.7% -74.1% 100.0% -31.8% 100.0% -100.0% -100.0%	26.4%	100.0%	94.9%	-100.0% -100.0% -100.0% -100.0%	-100.0%	10.0% 2,282.4% 100.0% -36.6%	0.3%	146.5%	146.5%	-71.4%	-100.0% -100.0% -100.0% -100.0%	-100.0%	-100.0% -100.0% -88.9% 100.0% 50.7% 65.2% -87.4%

PORT OF ARLINGTON Profit & Loss Prev Year Comparison

1:16 PM 10/07/22	POR Profit & Los	PORT OF ARLINGTON Profit & Loss Prev Year Comparison		
Cash Basis	July 1	July 1 through October 7, 2022		
- Company of the Comp	Jul 1 - Oct 7, 22	Jul 1 - Oct 7, 21	\$ Change	% Change
6720 · Materials & Services - Other	3.92	00.00	3.92	100.0%
Total 6720 · Materials & Services	15,172.99	13,272.93	1,900.06	14.3%
6730 - Captial Outlay 6731 - Marina Improvements 6733 - Marina Equipment 6734 - Marina Improvements Other	375.00 19.03 0.00	0.00 770.38 1,845.00	375.00 -751.35 -1,845.00	100.0% -97.5% -100.0%
Total 6730 · Captial Outlay	394.03	2,615.38	-2,221.35	-84.9%
Total MARINA	15,567.02	16,540.01	-972.99	%6'5-
RV PARK EXPENSES 6314 · Employee Retirement	0.00	65.89	-65.89	-100.0%
6300 - Personal Services - RV 6310 - Maintenance Person - RV 6311 - Payroll Taxes, Maintenance - RV 6313 - Employee Benfifts- RV	0.00	447.85 35.00 115.20	-447 85 -35.00 -115.20	-100.0% -100.0% -100.0%
Total 6300 · Personal Services - RV	00:00	598.05	-598.05	-100.0%
6320 - Materials & Services - RV 6321 - Water Fees - RV	627.00	1,118.00	-491.00 -429.00	-43.9% 131.6%
6322 - Sanitation - RV 6323 - Electricity - RV Park	00.00 00.00	2,383.66 1,303.30	-2,383.66 269.61	-100.0% -224.0%
6324 · Will - RV 6326 · Maintenance & Supplies - RV 6330 · Second	390.00 390.02 1 169 70	50.42	339.60 -114.50	673.5% -8.9%
630 - Donations & Gifts Expense 630 - Donations & Services - RV - Other 6320 - Materials & Services - RV - Other		0.00	-11.00	-100.0% 100.0%
Total 6320 · Materials & Services - RV	3,609.06	5,282.67	-1,673.61	-31.7%
6340 · Capital Outlay - RV 6344 · RV Park Equipment	0.00	4,180.52	-4,180.52	-100.0%
Total 6340 · Capital Outlay - RV	0.00	4,180.52	-4,180.52	-100.0%
RV PARK EXPENSES - Other	-70.00	0.00	-70.00	-100.0%
Total RV PARK EXPENSES	3,539.06	10,127.13	-6,588.07	-65.1%
WILLOW CREEK QUARRY 6520 · Materials & Services - WQ 6523 · Miscellaneous - WQ	0.00	1,801.59	-1,801.59	-100.0%
Total 6520 · Materials & Services - WQ	00:00	1,801.59	-1,801.59	-100.0%
Total WILLOW CREEK QUARRY	00:00	1,801.59	-1,801.59	-100.0%
Total GENERAL FUND EXPENSES	63,369.37	59,599.96	3,769.41	6.3%
8400 · ECON. DEVELOP. FUND EXPENSES PERSONNEL SERVICES 8410 · Officer	00.00	9,751.78	-9,751,78	-100.00
8410-1 - Admin. Asst. 1/3 8411 - Payroll Taxes 8413 - Employee Benefits - Insurance 8414 - Employee Benefits - Retirement	0 0 0 0 0 0 0 0 0	7,385.11 1,114.81 3,652.05 1,222.39	-7,365,11 -1,174,81 -3,652.05 -1,222,39	-100.0% -100.0% -100.0%
Total PERSONNEL SERVICES	0.00	23,166.14	-23, 166.14	-100.0%

PORT OF ARLINGTON Profit & Loss Prev Year Comparison July 1 through October 7, 2022

Cash Basis

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	Jul 1 - Oct 7, 22	Jul 1 - Oct 7, 21	\$ Change	% Change
MATERIALS AND SERVICES				
8421 · Travel/Food/Lodging	0.00	502.27	-502.27	-100.0%
8422 · Training/Seminars/Conventions	0.00	75.00	-75.00	-100.0%
8423 · Legal Fees	0.00	1,002.50	-1,002.50	-100.0%
8424 · Office Supplies & Equipment	0.00	1,205.49	-1,205.49	-100.0%
8425 · Utilities	0.00	136.50	-136.50	-100.0%
8426 · Advertising & Marketing	227.00	2,915.00	-2,688.00	-92.2%
8427 · Telephone & Internet Service	0.00	1,156.21	-1,156.21	-100.0%
8430 · City of Arlington Insitu Lease	3,600.00	5,400.00	-1,800.00	-33.3%
Total MATERIALS AND SERVICES	3,827.00	12,392.97	-8,565,97	-69.1%
DEBT SERVICE 8441 · Loan · Principal	2 428 RD	3 2 2 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	अन्य स	25. 20.
8442 · Loan - Interest	607.20	801.14	-193.94	-23.2%
Total DEBT SERVICE	3,036.00	4,048.00	-1,012.00	-25.0%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	6,863.00	39,607.11	-32,744.11	-82.7%
Total Expense	155,845.30	117,835.12	38,010.18	32.3%
Net Ordinary Income	206,381.66	379,216.48	-172,834.82	-45.6%
Net income	206,381.66	379,216.48	-172,834.82	-45.6%

PORT OF ARLINGTON Check Detail

Trans #	Туре	Date	Source Name	Account	Original Amount
13164	Liability Check	09/29/2022	QuickBooks Payrol	1001 · Bank of E/O	-11,849.65
			QuickBooks Payroll	2111 · Direct Deposi	11,849.65
TOTAL					11,849.65
13167	Liability Check	09/28/2022	United States Trea	1001 · Bank of E/O	-3,408.24
			United States Treas	2100 · Payroll Liabili 2100 · Payroll Liabili 2100 · Payroll Liabili 2100 · Payroll Liabili 2100 · Payroll Liabili	1,088.00 940.23 940.23 219.89 219.89
TOTAL					3,408.24
13166	Liability Check	09/30/2022	Oregon Departmen	1001 · Bank of E/O	-1,052.00
			Oregon Department	2100 · Payroll Liabili	1,052.00
TOTAL					1,052.00
13161	Paycheck	09/30/2022	Crowther, Jed N	1001 · Bank of E/O	0.00
			Crowther, Jed N	6560 · Payroll Expe 6560 · Payroll Expe 6560 · Payroll Expe 6560 · Payroll Expe 2100 · Payroll Expe 2100 · Payroll Liabili 6560 · Payroll Expe 2100 · Payroll Liabili 6560 · Payroll Expe 2100 · Payroll Liabili 6560 · Payroll Liabili 2100 · Payroll Liabili 2100 · Payroll Liabili 2100 · Payroll Liabili 6560 · Payroll Expe 2100 · Payroll Liabili 2101 · Payroll Liabili 2102 · Payroll Liabili 2103 · Payroll Liabili 2104 · Payroll Liabili 2105 · Payroll Liabili 2106 · Payroll Liabili 2107 · Payroll Liabili 2108 · Payroll Liabili 2109 · Payroll Liabili	6,753.87 329.46 500.00 910.00 -910.00 2,162.97 -2,162.97 188.33 -188.33 4.84 -4.84 -7.58 -617.00 470.17 -470.17 109.96 -109.96 -531.00 -5,847.62
TOTAL					0.00
13162	Paycheck	09/30/2022	Metzker, James L	1001 · Bank of E/O	0.00
			Metzker, James L	6560 · Payroll Expe 6560 · Payroll Expe 6560 · Payroll Expe 6560 · Payroll Expe 2100 · Payroll Liabili 6560 · Payroll Expe 2100 · Payroll Liabili 6560 · Payroll Liabili 6560 · Payroll Expe 2100 · Payroll Liabili	3,542.40 64.80 172.80 453.60 -453.60 1,081.48 -1,081.48 75.56 -75.56 5.12 -5.12 -3.78 -307.00 234.36

PORT OF ARLINGTON Check Detail

Trans #	Туре	Date	Source Name	Account	Original Amount
			Metzker, James L	2100 · Payroll Liabili	-234.36
			Metzker, James L	2100 · Payroll Liabili	-234.36
			Metzker, James L	6560 · Payroll Expe	54.81
			Metzker, James L	2100 · Payroll Liabili	-54.81
			Metzker, James L	2100 · Payroll Liabili	-54.81
			Metzker, James L	2100 · Payroll Liabili	-264.00
			Metzker, James L	2111 · Direct Deposi	-2,916.05
TOTAL					0.00
13163	Paycheck	09/30/2022	Rayburn, Kayla R	1001 · Bank of E/O	0.00
			Rayburn, Kayla R	6560 · Payroll Expe	3,456.00
			Rayburn, Kayla R	6560 · Payroll Expe	172.80
			Rayburn, Kayla R	6560 · Payroll Expe	172.80
			Rayburn, Kayla R	6560 · Payroll Expe	456.19
			Rayburn, Kayla R	2100 · Payroll Liabili	-456.19
			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	4.70
			Rayburn, Kayla R	2100 Payroll Liabili	-4.70
			Rayburn, Kayla R	2100 · Payroll Liabili	-3.80
			Rayburn, Kayla R	2100 · Payroll Liabili	-164.00
			Rayburn, Kayla R	6560 · Payroll Expe	235.70
			Rayburn, Kayla R	2100 · Payroll Liabili	-235.70 -235.70
			Rayburn, Kayla R	2100 · Payroll Liabili	-235.70 55.12
			Rayburn, Kayla R	6560 · Payroll Expe	
			Rayburn, Kayla R	2100 · Payroll Liabili	-55.12 -5.12
			Rayburn, Kayla R	2100 · Payroll Liabili	-55.12
			Rayburn, Kayla R	2100 · Payroll Liabili	-257.00 -3,085.98
			Rayburn, Kayla R	2111 · Direct Deposi	
TOTAL					0.00
13111	Bill Pmt -Check	09/01/2022	Gilliam County Auc	1001 · Bank of E/O	-200.00
13110	Bill	09/01/2022	Gilliam County Aucti	6121 · Donations	200.00
TOTAL					200.00
13112	Bill Pmt -Check	09/01/2022	Gorge Networks	1001 · Bank of E/O	-143.03
13109	Bill	09/01/2022	Gorge Networks	6117 · Telephone an	143.03
TOTAL					143.03
13123	Bill Pmt -Check	09/08/2022	Arlington Ace Hard	1001 · Bank of E/O	-316.14
13122	Bill	09/08/2022	Arlington Ace Hardw	6627 · Park Mainten	15.28
13122	Dill	00/00/2022	Arlington Ace Hardw	8522 · Office Suppli	57.30
			Arlington Ace Hardw	6623 · Comfort Stati	222.31
			Arlington Ace Hardw	6326 · Maintenance	10.47
			Arlington Ace Hardw	6112 · Office Suppli	10.78
TOTAL					316.14
13124	Bill Pmt -Check	09/08/2022	Arlington T.V. Coop	1001 · Bank of E/O	-306.50
13115	Bill	09/01/2022	Arlington T.V. Coop	8527 · Telephone an	64.00
13113	וווט	00/01/2022	Arlington T.V. Coop	6117 · Telephone an	112.50
			Arlington T.V. Coop	6324 · WIFI - RV	130.00
			O		

PORT OF ARLINGTON Check Detail

Trans #	Туре	Date	Source Name	Account	Original Amount
TOTAL					306.50
13125	Bill Pmt -Check	09/08/2022	Bank of Eastern Or	1001 · Bank of E/O	-2,356.00
13121	Bill	09/08/2022	Bank of Eastern Ore	6631 · Park Improve	705.89
			Bank of Eastern Ore	6560 · Payroll Expe	6.00
			Bank of Eastern Ore	6112 · Office Suppli	68.80
			Bank of Eastern Ore	6115 · Dues, Subscr	14.99
			Bank of Eastern Ore	6627 Park Mainten	749.00
			Bank of Eastern Ore	6733 · Marina Equip	19.03
			Bank of Eastern Ore Bank of Eastern Ore	6623 · Comfort Stati 6154 · Office Equip	31.59 760.70
TOTAL				00.7	2,356.00
13126	Bill Pmt -Check	09/08/2022	Gilliam County Tax	1001 · Bank of E/O	-1,012.00
13120	Bill	00/09/2022	Cilliana Caustu Tau	0444 Laan Dringing	000.00
13120	BIII	09/08/2022	Gilliam County Tax Gilliam County Tax	8441 · Loan - Principal 8442 · Loan - Interest	809.60 202.40
			Ciliani County Tax	0142 Eddii ilitorost	
TOTAL					1,012.00
13127	Bill Pmt -Check	09/08/2022	Hattenhauer Energ	1001 · Bank of E/O	-8,613.35
13113	Bill	09/01/2022	Hattenhauer Energy	6727-1 · Marina Gas	4,123.35
			Hattenhauer Energy	6727-2 · Marina Diesel	4,490.00
TOTAL					8,613.35
13128	Bill Pmt -Check	09/08/2022	Jed Crowther	1001 · Bank of E/O	-375.00
13118	Bill	09/08/2022	Jed Crowther	6731 · Marina Impro	375.00
TOTAL				oron manna mprom	375.00
101712					373.00
13129	Bill Pmt -Check	09/08/2022	SDIS	1001 · Bank of E/O	-7,620.81
13119	Bill	09/08/2022	SDIS	6015 · Employee Be	3,249.60
			SDIS	6015 · Employee Be	1,159.39
			SDIS	6015 · Employee Be	3,249.60
TOTAL					7,658.59
13130	Bill Pmt -Check	09/08/2022	VanKoten & Cleave	1001 · Bank of E/O	-1,427.50
13117	Bill	09/08/2022	VanKoten & Cleavel	6113 · Legal Fees	1,427.50
TOTAL					1,427.50
13165	Liability Check	09/30/2022	Fidelity Brokerage	1001 ⋅ Bank of E/O	-1,819.79
			Fidelity Brokerage S	2100 · Payroll Liabili	1,819.79
TOTAL				,	1,819.79
13172	Bill Pmt -Check	09/28/2022	City of Arlington-Ut	1001 · Bank of E/O	-1,518.81
40474	Dill				
13171	Bill	09/28/2022	City of Arlington-Utili	6320 · Materials & S	507.93
			City of Arlington-Utili	6329 · Sewer	585.88
			City of Arlington-Utili	6322 · Sanitation - RV	150.00
			City of Arlington-Utili City of Arlington-Utili	8521 · Utilities 6111 · Utilities	99.00
			Oity of Armigion-Oill	OTTI Offices	99.00

PORT OF ARLINGTON Check Detail

Trans #	Type	Date	Source Name	Account	Original Amount
			City of Arlington-Utili	6622 · Sanitation	77.00
TOTAL					1,518.81
13173	Bill Pmt -Check	09/28/2022	Fidelity Brokerage	1001 · Bank of E/O	-384.00
12989	Bill	06/29/2022	Fidelity Brokerage S	2100 · Payroll Liabili	384.00
TOTAL					384.00
13174	Bill Pmt -Check	09/28/2022	Hughes Network S	1001 · Bank of E/O	-94.98
13159	Bill	09/23/2022	Hughes Network Sy	6117 · Telephone an	94.98
TOTAL					94.98
13175	Bill Pmt -Check	09/28/2022	Knerr	1001 · Bank of E/O	-7,200.00
13169	Bill	09/28/2022	Knerr	8633 · Grant Match	7,200.00
TOTAL					7,200.00
13176	Bill Pmt -Check	09/28/2022	Loop Net	1001 · Bank of E/O	-79.00
13134	Bill	09/16/2022	Loop Net	8426 · Advertising &	79.00
TOTAL					79.00
13177	Bill Pmt -Check	09/28/2022	SME Soultions	1001 · Bank of E/O	-300.25
13170	Bill	09/28/2022	SME Soultions	6326 Maintenance	300.25
TOTAL					300.25
13178	Bill Pmt -Check	09/28/2022	Travel Information	1001 · Bank of E/O	-688.00
13168	Bill	09/28/2022	Travel Information C	6115 · Dues, Subscr	688.00
TOTAL					688.00



DIRECTOR REPORT

October 6, 2022

4.1 Recreational Vehicle Park Rules & Regulations

Please view Draft Resolution for consideration. Approval recommended upon acceptable review.

To adopt by motion; Resolution 2022-153.

4.2 Arlington Mesa

Port staff continues communication with a non-disclosure company to plan for the Arlington Mesa. I believe that this can become a monumental game-changer for development in Gilliam County. Many advantages for added construction jobs and long-term business operations employment.

Our goal is to set a tone to *welcome* and *invite* development that benefits Gilliam County residents. We anticipate letters of interest that may potentially include core plans for industrial development, together with specific real estate purchase offers. Another factor that may be involved is support for community programs and/or facilities; such as workforce development, housing, and day care.

Meanwhile, we monitor news for development, with negative views shared about tax incentives. However, it is paramount not to dismiss this incredible opportunity without fair consideration. Proposals will be reviewed thoughtfully, as further details become available.

4.3 Conferences

Staff attended Oregon Public Ports Association (OPPA) Conference in Newport Sept 30-Oct 1. We enjoyed beautiful weather on the coast and networking with other Ports was valuable for us. Upcoming Brownfields and Infrastructure Summit in Bend on Oct 23-25.

4.4 Condon Grade School

The City of Condon has performed admirable work to consider suitable redevelopment options. The next step is environmental assessment and remediation, which may be a key role by the Port.

Condon City Administrator Kathryn Greiner created a timeline of the Condon Grade School project and shared redevelopment concepts and diagrams. We will work together to partner resources, and to utilize brownfield grants effectively.

4.5 Performance Evaluation

Typically, public entities are very careful not to have public discussions about personnel matters. However, review of the executive director position is unique, as it pertains directly to management. Therefore, my six-month review is voluntarily attached for feedback that helps me to improve. Successful completion of the six-month probationary period is proposed.

4.6 Hydrogen Hub Concept by Obsidian Renewables

Obsidian Renewables is now beginning the hydrogen grant submittal process by a concept paper due by November 7. The Port is a member of CREA which has developed broad regional support for the hydrogen hub concept by Obsidian Renewables. Recent Congressional action by the Inflation Reduction Act includes a significant incentive for hydrogen distribution development by a \$3 per kilogram tax subsidy benefit. If desired, a vote of support by the Port of Arlington and other regional partners may help to add credibility and depth to their application.

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PORT OF ARLINGTON, OREGON

RESOLUTION NO. 2022-153

A RESOLUTION SETTING A POLICY FOR THE RECREATIONAL VEHICLE PARK AND ESTABLISHING RULES AND REGULATIONS.

WHEREAS, the Port of Arlington operates a recreational vehicle park for public use; and

consis	WHEREAS , the Port of Arlington desires to maintain safe and orderly operation, and to provide tent standards to govern use, and to welcome enjoyment of our facilities;
follow	NOW, THEREFORE, BE IT HEREBY RESOLVED that the Port of Arlington hereby adopts the ng policy:
	\Recreational Vehicle Park Rules & Regulations.
ADOF	TED by the Board of Commissioners for the Port of Arlington on this <u>13th</u> day of <u>October, 2022</u>
	President
ATTE	ST:

Secretary-Treasurer

Port of Arlington Recreational Vehicle Park Rules and Regulations

RV rules are established to provide access, maintain safety, and invite use by park visitors to the Port. Our goal is to assure beneficial use of public facilities, and to promote order, safety, and cleanliness.

RV Quality

- 1. RVs must be in good working condition and appearance, subject to management's discretion. No vehicles are allowed that are not in good operating condition and appearance.
- 2. RV and/or camper exteriors must be in good condition, no broken or painted windows or doors, and free from rust. An RV is subject to management's approval after visual inspection if needed. A certificate of insurance for the RV must be made available to management staff as requested.
- 3. All RVs shall be towed and parked in RV space by owner's vehicle unless by prior arrangement.
- 4. Motorcycles are permitted only as transportation entering or exiting park. No skateboards.

Designated Locations

- 1. The paved parking lot is primarily designated for access to boats and for boat launch parking.
- 2. RVs are restricted to park in the RV Park with a valid reservation or gravel space in Dry Camp. Extended-stay parking is restricted and is subject to Corps of Engineer lease term conditions.
- 3. Motors or generators are not allowed in the full hook-up RV Park, but they are allowed at the west end of the Island Park peninsula for Dry Campers.
- 4. No heavy mechanical repair on any vehicle may be done in the park. No storage of vacant RVs.
- 5. No business operations, including owner rental of their RV's, are to take place in the park.
- 6. No parking on streets, lawns, landscaped areas or in empty RV spaces. Please do not block vehicle entrances or exits, to maintain central access for emergency response and fire safety.

Order and Cleanliness

- 1. Each RV space or Dry Camping site shall maintain their area clean and avoid sprawl of their belongings beyond 5 feet from their RV unit. Only lawn-type furniture is allowed outside.
- 2. All garbage and trash must be wrapped or bagged in plastic and placed inside garbage cans.
- 3. Check-out time is by 12:00 noon.
- 4. Quiet times are from 10:00 p.m. until 7:00 a.m. (no loud noise or music allowed at any time).
- 5. All pets must be under control of owner; leashes recommended to protect your pet and others. Do not leave pets unattended. Pets are not allowed inside any park buildings or left tied up. Please pick up and deposit all droppings in receptacles provided by the Port. If an animal is unruly or barking, the owner may be asked to leave the RV Park.
- 6. Guests will be required to pay for any damages that they or their visitors may cause to property; i.e., damage to faucets, water pipes, picnic tables, etc.
- 7. No food, drinking or loitering in the rest room. Please accompany children using the rest rooms. Please help us keep all areas clean. Please report any damage or untidiness to management.
- 8. No washing of clothes or dishes is allowed in restrooms, and no clotheslines are permitted.
- 9. Smoking is not allowed in any park buildings. Rowdiness or drunkenness is prohibited and can result in eviction.
- 10. No firearms and fireworks or other lethal weapons are to be discharged inside the park.
- 11. \$25.00 late fee added on the 5th day after payment is due unless prior arrangements are made.
- 12. During winter months, guests are responsible for wrapping their water lines with heat tape and insulation. Contact the office if you need assistance.

Participants and visitors are asked to please follow Port of Arlington RV Park Rules and Regulations. Violators may be subject to reminders, warnings, and dismissal. Please enjoy a fun and safe RV Park.

PORT OF ARLINGTON - EMPLOYEE PERFORMANCE EVALUATION

Employee	e Name: Jed Crowther, Executive Director	Evaluation for the Period: Mar 28, 2022	thru	Oct	5, 20	122			
Superviso	or: Leah Shannon, Port Board President	Department: Port of Arlington Manager	nent						
PRIMARY	TASKS								
1. Dev	velop Port strategy for business attraction, rete	ntion, and expansion in Gilliam County.				***************************************			
2. Mar	nage and complete existing and future Port pro	jects.							
3. Coo	rdinate activities and prepare reports with and	for the Port Board of Commissioners, Gi	lliam	Cour	nty C	ourt,			
and	the Cities of Arlington and Condon, as needed	i.							
4. Dev	elop County, State, and Federal Grant and Loa	an requests and applications.							
5. Perf	form financial analysis on appropriate prospect	s and develop recommendations for ince	ntive	pack	ages	and			
con	tracts. Provide high quality experiences for pro	espect visits.							
6. Coo	rdinate a quality Port marketing strategy and	website development.							
	ND OBJECTIVES DURING THE EVALUATION PE		4=Goo	od, 5	=Exc	eptio	nal		
1. ORG	ANIZATION – Maintain contracts, files, and ac	greements. Create orderly patterns.	1	2	3	4	5		
2. COM	MUNICATION – Inform clearly. Follow-up pro	mptly. Create vision. Build teamwork.	1	2	3	4	5		
3. TEAM	IWORK – Work together with Staff and Comm	issioners. Interact in the community.	1	2	3	4	5		
4. LEAD	ERSHIP - Build consensus. Follow policy. Upo	late procedures. Provide clear reports.	1	2	3	4	5		
5. COOF	RDINATION – Connect partnerships. Manage	resources. Sync efforts. Value input.	1	2	3	4	5		
6. INIT	5. INITIATIVE – Seek economic development opportunities. Position the Port for the future. 1 2 3 4 5								
	7. PRIORITIES – Be consistent, diligent, and responsive. Resolve any concerns properly. 1 2 3 4 5								
	B. BUDGET – Prepare draft review, chart a path forward, conduct hearings, receive input. 1 2 3 4 5								
GOALS, ACHIEVEMENTS, ACCOMPLISHMENTS, AND RESPONSIBILITIES (completed by employee)									
GOALS, ACHIEVEMENTS, ACCOMPLISHMENTS, AND RESPONSIBILITIES (completed by employee) 1. ORGANIZATION – Researched leases, coordinated with Kayla for cohesive file management and website.									
 ORGANIZATION - Researched leases, coordinated with Kayla for cohesive file management and website. Completed Insitu lease termination with Ruben, resolved city obligations. Obtained Municipal Audit firm services. 									
	2. COMMUNICATION – Provided accurate agenda packets with regular monthly updates, both written and verbal. Prepared informational and promotional materials. Connected with Legislators and news media.								
	Prepared informational and promotional materials. Connected with Legislators and news media. 3. TEAMWORK – Outlined mutual goals and activities. Developed a good start towards working together. Coordinated repairs with James for fence, backflow, doors, and pad. Installed benches and fish cleaning station.								
4. LEAD	ERSHIP – Careful start to follow policy and de	efer to past practice/board input. Progress	sively	mor	e de	cisive	∍.		
 LEADERSHIP - Careful start to follow policy and defer to past practice/board input. Progressively more decisive. COORDINATION - Started outreach with multiple state agencies; including Business Oregon, OPPA, and SDAO. US Army Corps of Engineers Seasonal Camping Program, Oregon State Marine Board Clean Marina Program. Gilliam County, City of Arlington, City of Condon, Pioneer Community Development Corporation, Frontier Chamber, Columbia Renewable Energy Association (CREA). 									
	IATIVE – Contacted Waterbear Energy, Obsidi ed Marina Moorage Rules & Regulations. Subm						۱.		
7. PRIO	RITIES – Followed direction, provided basic re	esponse. More guidance via upcoming Str	ategi	c Pla	n Up	date.			
8. BUDG	GET - Moved through budget process correctly	with cooperative help from others and by	y mut	:ual t	:eamı	work.			
STRENGT	HS AND AREAS FOR DEVELOPMENT (complete	d by reviewers)							
STRENGT	HS:								
IMPROVE	MENT:								
RECOMME	ENDATION								
Successfu	Il completion of probationary period. Finalize s	igned contract.							
EMPLOYE	E SIGNATURE S	UPERVISOR SIGNATURE							
Name: 🎣	Growther	lame:	Parent section of the		Occur occurrence and				
Date: 10-	-5-2022 D	ate:							

TO THE STATE OF TH