



## Port of Arlington

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

### Port of Arlington

#### Budget Hearing

Tuesday, June 12, 2018

5:00 pm

Hearing Location: Port Office, 100 Port Island Rd., Arlington, OR

#### Public Hearing FY 2018-2019 Port Budget

A public hearing will be held by the Port of Arlington Board of Commissioners regarding adoption of the Fiscal Year 2018-2019 Budget. The hearing is for the purpose of taking public comments on the budget approved by the Budget Committee on May 8, 2018.

1. Open Public Hearing
2. Ask for public comment on the FY 2018-2019 Budget
3. Close Public Hearing

#### Regular Commission Meeting Agenda

Tuesday, June 12, 2018 Following Budget Hearing

Meeting Location: Port of Arlington Office, 100 Port Island Road – Arlington

1. Call meeting to order
2. Adopt Resolution 2018-140 Approving Fiscal Year 2018-19 Budget
3. Public Comment on non-agenda items
4. Consent Agenda:
  - Approval of May 8, 2018 Commission meeting minutes
  - Approval of May 2018 payables
5. Chairman's Report –
6. Commissioner's Reports –
7. Small Business Assistance Grant Application - Jennifer Tilton, Small Town Gossip Mobile Food Cart
8. Economic Development –
  - 8.1 EDO Report
    - Gilliam County Court Funding Request Result
    - Summer Youth Job Results
    - Irrigation Project Exploratory Committee Report
    - Flex Building Project Update
    - Island Park River Access Improvements Update
    - Island Park Bathroom Project Update
    - A Town Throw Down June 16<sup>th</sup> Update
9. Administration
  - 9.1 Hangar Building property taxes
  - 9.2 Administrative Assistant Job Application Review process, Interview Committee, and Interview Schedule
  - 9.3 Advisory Committee Status
  - 9.4 Personnel Action Forms: COLA Increase for approval; New hire PAF

#### Upcoming:

Next Commission Meeting Tuesday, July 10, 2018 at 5 pm-- Gilliam County Courthouse Condon, Oregon

*This meeting is conducted in a handicapped accessible room. Posted: Tuesday, June 5, 2018: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office -Condon & Arlington; Arlington City Hall; Port Office*

## RESOLUTION No. 2018-140

### ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Commissioners of the Port of Arlington hereby adopts the budget for fiscal year **2018-19** in the total amount of \$2,066,656 now on file at the district's **Port of Arlington** office located at **100 Port Island Road in Arlington, Oregon**.

### MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below are hereby appropriated:

#### General Fund

Personal Services.....	128,000
Materials & Services.....	102,050
Capital Outlay.....	933,700
Transfers.....	10,300

Contingency.....	30,700
<b>Total.....</b>	<b>1,204,750</b>

#### Economic Development Debt/Loan Service

Debt Service	12,144
<b>Total.....</b>	<b>12,144</b>

#### Reserve Fund

Personal Services.....	0
Materials & Services.....	0
Capital Outlay.....	51,650
<b>Total.....</b>	<b>51,650</b>

#### Economic Development Fund

Personal Services.....	146,800
Materials & Services.....	260,600
Capital Outlay.....	360,712

Contingency.....	30,000
<b>Total.....</b>	<b>798,112</b>

<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>2,066,656</b>
--	------------------

<b>Total Unappropriated Amounts, All Funds . . .</b>	
--	--

<b>TOTAL ADOPTED BUDGET . . .</b>	<b>2,066,656 *</b>
-----------------------------------	--------------------

### IMPOSING THE TAX

BE IT RESOLVED that the Board of Commissioners of the Port of Arlington hereby imposes the taxes provided for in the adopted budget:

- x (1) In the amount of **Or** at the rate per \$1000 of assessed value of \$ 0.1425 for permanent rate tax;  
(2) In the amount of **Or** at the rate per \$1000 of assessed value of \$ \_\_\_\_\_ for local option tax; and  
(3) In the amount of \$ \_\_\_\_\_ for debt service on general obligation bonds;

and that these taxes are hereby imposed and categorized for tax year 2018-19 upon the assessed value of all taxable property within the district as follows:

### CATEGORIZING THE TAX

#### **General Government Limitation**

#### **Excluded from Limitation**

x Permanent Rate Tax.....	\$0.1425 /\$1000
Local Option Tax.....	\$ <b>-0-</b> /\$1000
General Obligation Bond Debt Service.....	\$ <b>-0-</b>

The above resolution statements were approved and declared adopted on this 12th day of June 2018.

: X \_\_\_\_\_  
Signature

6/12/2018

X \_\_\_\_\_  
Signature

6/12/2018

**Regular Commission Meeting  
MINUTES  
Port of Arlington  
May 8, 2018  
5 p.m.  
Port Office  
Arlington, OR**

1. **The Port of Arlington Commission meeting was called to order at 5:02 pm by President Wilson.**  
**Those Present:** President Wilson; Commissioner Fitzsimmons ; Vice President Kennedy; Commissioner McGuire; Commissioner Hunking; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Attorney Ruben Cleaveland  
**Absent:**  
**Audience:** Leah Watkins, Delaney Watkins, Shaina Watkins, Bill Rosenbalm, Ron Holt
2. **Public Comment on non-agenda items- None**
3. **Consent Agenda:**
  - Approval of April 10, 2018 Commission Meeting Minutes
  - Approval of April 2018 Payables and FinancialsCommissioner Kennedy moved to approve the consent agenda and Commissioner Hunking seconded. The motion carried 5-0.
4. **Chairman's Report:** Donation Request – Request for donations from the Condon Chamber for the Fabulous 4<sup>th</sup> and the Arlington Saddle Club. Commissioner Hunking moved to donate \$237.50 to the Condon Chamber and \$187.50 to the Arlington Saddle Club. Commissioner Kennedy seconded. Motion carried 5-0.
5. **Commissioner Reports:** Commissioner Fitzsimmons asked about the Port moving ahead with the Condon water project to the airport. The \$17,000 the Port has been holding for the City's water project could start the planning and engineering for the project. Attorney Cleveland told the Board that the City of Condon has to have all paperwork in place for extending municipal water outside the Condon UGB as well as be a partner in the project. The Oregon Department of Aviation owns the Airport and will also have to be a consenting participant. The funding for the project should be channeled through the City as well. The Condon City Planner will need to make sure that Oregon planning goals and laws are followed in this process. EDO Mitchell said the Port cannot take on this project alone but he is more than willing to help facilitate it.
6. **Economic Development:**
  - 6.1 Small Business Assistance
    - 6.1.1 Countryside Dispatch- Leah, Delaney, and Shaina Watkins presented a summary of what their company has accomplished to date including attending broker training school, establishing company as legal entity and beginning to execute their marketing plan. They are now working through the process of acquiring a new office space. They are very enthusiastic about moving ahead.
    - 6.1.2 Bill Rosenbalm Mobile Mechanic – Mr. Rosenbalm provided a financial spreadsheet to the Board. He said he has been very busy and is interested in adding another mechanic for his business. EDO Mitchell suggested a new Arlington resident for Mr. Rosenbalm to contact who expressed interest in working same industry. Mr. Rosenbalm is currently working with Waste Management on a contract to provide mobile service for their pickups.

- 6.2 Irrigation Project Exploratory Committee Report– Attorney Cleaveland stated that Mr. Ruark sent an email that pointed out a perceived issue with one attorney for both the City of Arlington and the Port of Arlington. Attorney Cleaveland provided his Memo addressing a possible conflict of interest to the Port and City. He will also be presenting the City the same Memo. Following discussion, consensus of the Board was for President Wilson to sign Attorney Cleaveland's memo. EDO Mitchell told the Board he attended a meeting on May 2, 2018 with Mike Ladd, Regional Manager of the Water Resources Department, North Central Region, the Exploratory Committee members, Mayor Bufton and two City Councilors. In 2013-15 the City earned \$245,000 in water sales. This past use could possibly be used to certificate the water right. This item is under investigation. EDO Mitchell said things looks promising but the City will still have to decide what it wants to do with their water right. The City's water right is very small and would not irrigate much acreage. EDO Mitchell said he has been researching additional water rights that could be used.
- 6.3 Executive Session per ORS 192.660(2)(e)  
Adjourn to Executive Session at 5:30 pm.  
Reconvene to Regular Session at 5:45 pm.  
Action following Executive Session - Commissioner Kennedy moved to have Attorney Cleaveland prepare a lease amendment that changes the terms of the existing lease to a month-to-month. All other terms of the lease remain the same. Commissioner Hunking seconded and the motion carried 5-0.

Break for Dinner 6:10 pm – 6:35 pm  
Meeting cont'd:

- 6.4 EDO Report  
Flex Building Project Update – Permit is under review after resubmittal of some information. Footing is formed up and will be poured as soon as the permit is issued. Power is in, the building package has been delivered.  
Island Park River Access Improvements Update- EDO Mitchell is looking for a local contractor to form up the Astro-turf pads.  
Island Park Bathroom Project Update – Met with Marine Board and discussed the plans. Waiting for revisions from them.  
A Town Throw Down Update – Pat's Rivers Edge Deli and Prairie Rose will be providing food Saturday night. Stand up paddle boarders are the largest group of contestants entered right now, others are waiting for wind report. Board consensus is to approve EDO Mitchell \$1,000 to purchase a used sound system for the Port. Gravel will be placed at the Blalock boat launch by the County Road Master. The Corp will have their boat available during the event.

Meeting adjourned 7:00 pm

---

President Ron Wilson

---

V.P. Dewey Kennedy

**Port of Arlington  
Regular Monthly Commission Meeting  
Tuesday, June 12, 2018**

**MAY 2018 PAYABLES**

**Resources:**

Deposits and Credits through 5/31/2018 (see attached detail)

**Total Deposits and Credits– All Accounts                      \$ 16,530.34**

**Expenses:**

Checks Written: 8671 through 8711

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

**Total Expenses and Transfers– All Accounts                      (\$164,354.34)**

**Bank Balance Information:**

Ending Balance as of 5/31/18: Bank of Eastern Oregon Checking: \$ 71,296.35  
Bank of E. Oregon Reserve Fund: \$ 41,389.95  
Bank of E. Oregon Muni Market Fund: \$ 159,185.38  
LGIP: (4/30/18) \$1,823,908.21

---

Commission President Ron Wilson

---

Vice President Dewey Kennedy

8:57 AM

06/01/18

Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**  
 YTD

	Jul '17 - Jun 18	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>GENERAL FUND RESOURCES</b>			
4000 · Carryover Balance	1,322,711.00	1,280,000.00	103.3%
4010 · Taxes-Current	98,961.77	100,000.00	99.0%
4011 · Taxes-Prior	1,713.48	400.00	428.4%
4020 · Interest - NOW Checking	47.62		
4021 · Interest - Best A/C	2,468.94		
4022 · Interest - LGIP A/C	26,208.98	10,000.00	262.1%
4030 · Land Rental	1,680.00	13,000.00	12.9%
4050 · Grain Elevator Lease Pymt	100,000.00	100,000.00	100.0%
4110 · Grants Income			
4111 · OSMB Grant	16,044.81		
4114 · Unanticipated Grant Funds	23,525.00	10,000.00	235.3%
4116 · Grant-Island Erosion Repair	0.00	0.00	0.0%
4120 · MAPS Grant	7,050.00	7,250.00	97.2%
<b>Total 4110 · Grants Income</b>	<b>46,619.81</b>	<b>17,250.00</b>	<b>270.3%</b>
4210 · Marina Revenue	6,159.00	5,000.00	123.2%
4211 · RV Park Revenues			
4211-4 · RV Park Dry Camp	1,376.00		
4211-3 · RV Park Daily Rent	5,895.00		
4211-2 · RV Park Weekly Rent	2,750.00		
4211-1 · RV Park Monthly Rent	31,760.00		
4212 · RV Park fee Refund	-500.00		
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
<b>Total 4211 · RV Park Revenues</b>	<b>41,281.00</b>	<b>40,000.00</b>	<b>103.2%</b>
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	9,425.02	5,000.00	188.5%
4213-1 · Diesel Sales	935.13	3,500.00	26.7%
<b>Total 4213 · Marina Fuel Revenue</b>	<b>10,360.15</b>	<b>8,500.00</b>	<b>121.9%</b>
4214 · Marina Power and Water Revenue	290.00	200.00	145.0%
4340 · Willow Creek Rock Sales	18,896.94	3,000.00	629.9%
4350 · Willow Creek Lease Revenue	10,000.00		
4400 · Donations/Gifts	0.00	100.00	0.0%
4450 · Willow Creek Reimbursement	0.00	0.00	0.0%
4500 · Miscellaneous Income	330.00	100.00	330.0%
<b>Total GENERAL FUND RESOURCES</b>	<b>1,687,728.69</b>	<b>1,577,550.00</b>	<b>107.0%</b>
<b>5000 · ECONOMIC DEVELOP FUND RESOURCES</b>			
5005 · Carryover (cash basis)	598,503.00	598,000.00	100.1%
5031 · Building Lease 11-002	76,000.00	91,200.00	83.3%
5032 · Building Lease 11-004	26,000.00	27,000.00	96.3%
5113 · Grants - Gilliam County	250,000.00	250,000.00	100.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5115 · Telecom Infrastr Creation Grant	0.00	0.00	0.0%
5116 · Grants - Other	7,286.00	6,000.00	121.4%
5130 · SIP Funds	25,547.19	25,000.00	102.2%
5500 · Ag Lab Revenues	0.00	0.00	0.0%
5600 · Transfer from General Fund	400,000.00	400,000.00	100.0%
<b>Total 5000 · ECONOMIC DEVELOP FUND RESOUR...</b>	<b>1,383,336.19</b>	<b>1,398,200.00</b>	<b>98.9%</b>
<b>RESERVE FUND RESOURCES</b>			
9001 · Transfer from General Fund	10,000.00	10,000.00	100.0%
9002 · Interest Earned Reserve Fund	522.66	225.00	232.3%
9000 · Reserve Fund Beginning Balance	30,793.00	30,700.00	100.3%
<b>Total RESERVE FUND RESOURCES</b>	<b>41,315.66</b>	<b>40,925.00</b>	<b>101.0%</b>
<b>Total Income</b>	<b>3,112,380.54</b>	<b>3,016,675.00</b>	<b>103.2%</b>
<b>Expense</b>			
6560 · Payroll Expenses	1.75		

8:57 AM

06/01/18

Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**  
**YTD**

	Jul '17 - Jun 18	Budget	% of Budget
<b>GENERAL FUND EXPENSES</b>			
<b>ADMINISTRATION EXPENSES</b>			
6000 · Personal Services - AD			
6008 · Port Manager	19,417.30	21,120.00	91.9%
6009 · Administrative Assistant	31,372.23	43,040.00	72.9%
6011 · Payroll Taxes - Staff	3,931.70	4,600.00	85.5%
6012 · Training	0.00	200.00	0.0%
6013 · Workmens Compensation	169.74	230.00	73.8%
6015 · Employee Benefits Insurance	10,950.69	14,000.00	78.2%
6016 · Employee Benefits Retirement	6,094.72	7,800.00	78.1%
<b>Total 6000 · Personal Services - AD</b>	<b>71,936.38</b>	<b>90,990.00</b>	<b>79.1%</b>
6100 · Materials and Services - AD			
6111 · Utilities	2,185.70	3,000.00	72.9%
6112 · Office Supplies and Equipment	2,074.01	3,000.00	69.1%
6113 · Legal Fees	5,018.75	8,000.00	62.7%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	1,350.60	1,500.00	90.0%
6115 · Dues, Subscriptions, Fees - Other	2,328.29	2,000.00	116.4%
<b>Total 6115 · Dues, Subscriptions, Fees</b>	<b>3,678.89</b>	<b>3,500.00</b>	<b>105.1%</b>
6116 · Audit, Budget, Legal Notices	6,710.00	8,000.00	83.9%
6117 · Telephone and Internet Srv.	1,828.41	2,000.00	91.4%
6118 · Advertising - AD	167.00	250.00	66.8%
6119 · Commissioner Fees/Expenses	1,525.12	2,500.00	61.0%
6120 · Medi/SS for Commissioners	80.33	300.00	26.8%
6121 · Donations	1,000.00	1,000.00	100.0%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	0.00	200.00	0.0%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	80,260.00	0.0%
6127 · Commissioner Conference & Trave	1,107.56	3,000.00	36.9%
6128 · Staff Travel/Food/Lodging	77.56	500.00	15.5%
6129 · Postage	429.08	500.00	85.8%
<b>Total 6100 · Materials and Services - AD</b>	<b>25,882.41</b>	<b>120,510.00</b>	<b>21.5%</b>
6170 · Transfers Out of General Fund	410,000.00	410,000.00	100.0%
<b>Total ADMINISTRATION EXPENSES</b>	<b>507,818.79</b>	<b>621,500.00</b>	<b>81.7%</b>
<b>ISLAND PARK</b>			
6600 · Personal Services			
6610 · Maintenance Person	6,634.42	11,250.00	59.0%
6611 · Payroll Taxes	519.98	750.00	69.3%
6612 · Worker's Comp Insurance	377.45	500.00	75.5%
<b>Total 6600 · Personal Services</b>	<b>7,531.85</b>	<b>12,500.00</b>	<b>60.3%</b>
6620 · Materials & Services			
6621 · Water Fees	727.50	1,200.00	60.6%
6622 · Sanitation	859.88	1,000.00	86.0%
6623 · Comfort Station Supplies	28.92	1,800.00	1.6%
6624 · Park Electricity	735.99	1,500.00	49.1%
6625 · Pest Control / Chem & Fert.	197.05	150.00	131.4%
6626 · Insurance	1,850.00	2,000.00	92.5%
6627 · Park Maintenance & Supplies	2,677.06	2,800.00	95.6%
6628 · Miscellaneous	0.00	100.00	0.0%
<b>Total 6620 · Materials &amp; Services</b>	<b>7,076.40</b>	<b>10,550.00</b>	<b>67.1%</b>

8:57 AM

06/01/18

Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**  
**YTD**

	Jul '17 - Jun 18	Budget	% of Budget
<b>6630 · Capital Outlay</b>			
6635 · Grant Match Isl.Erosion Repair	0.00	10,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	10,000.00	0.0%
6631 · Park Improvements	19,919.00	100,000.00	19.9%
6632 · Engineering & Surveying	587.50	10,000.00	5.9%
<b>Total 6630 · Capital Outlay</b>	<b>20,506.50</b>	<b>130,000.00</b>	<b>15.8%</b>
<b>Total ISLAND PARK</b>	<b>35,114.75</b>	<b>153,050.00</b>	<b>22.9%</b>
<b>MARINA</b>			
<b>6700 · Personal Services</b>			
6710 · Maintenance Person	927.37	3,400.00	27.3%
6711 · Payroll Taxes	72.28	150.00	48.2%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
<b>Total 6700 · Personal Services</b>	<b>1,049.65</b>	<b>3,600.00</b>	<b>29.2%</b>
<b>6720 · Materials &amp; Services</b>			
6721 · Marina Electricity	2,473.22	2,500.00	98.9%
6722 · OMB Repairs - 1/2 MAPS	0.00	2,000.00	0.0%
6723 · Insurance	1,850.00	2,500.00	74.0%
6724 · Marina Maint. & Supplies	4,378.04	2,500.00	175.1%
6725 · Miscellaneous	399.00	500.00	79.8%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	3,000.00	0.0%
6727-1 · Marina Gas	7,208.42	9,000.00	80.1%
<b>Total 6727 · Marina Fuel</b>	<b>7,208.42</b>	<b>12,000.00</b>	<b>60.1%</b>
<b>Total 6720 · Materials &amp; Services</b>	<b>16,308.68</b>	<b>22,000.00</b>	<b>74.1%</b>
<b>Total MARINA</b>	<b>17,358.33</b>	<b>25,600.00</b>	<b>67.8%</b>
<b>RV PARK EXPENSES</b>			
<b>6300 · Personal Services - RV</b>			
6310 · Maintenance Person - RV	927.37	2,200.00	42.2%
6311 · Payroll Taxes, Maintenance - RV	72.28	200.00	36.1%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
<b>Total 6300 · Personal Services - RV</b>	<b>1,199.65</b>	<b>2,600.00</b>	<b>46.1%</b>
<b>6320 · Materials &amp; Services - RV</b>			
6321 · Water Fees - RV	3,303.20	4,000.00	82.6%
6322 · Sanitation - RV	1,058.00	1,400.00	75.6%
6323 · Electricity - RV Park	7,401.10	7,500.00	98.7%
6324 · Telephone - RV	539.40	600.00	89.9%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	325.12	1,000.00	32.5%
6327 · Insurance - RV	900.00	1,000.00	90.0%
6328 · Misc. - RV	0.00	500.00	0.0%
6329 · Sewer	3,840.96	3,500.00	109.7%
<b>Total 6320 · Materials &amp; Services - RV</b>	<b>17,367.78</b>	<b>20,000.00</b>	<b>86.8%</b>
<b>6340 · Capital Outlay - RV</b>			
6341 · RV Park Const Improv	0.00	4,800.00	0.0%
<b>Total 6340 · Capital Outlay - RV</b>	<b>0.00</b>	<b>4,800.00</b>	<b>0.0%</b>
<b>Total RV PARK EXPENSES</b>	<b>18,567.43</b>	<b>27,400.00</b>	<b>67.8%</b>



8:57 AM

06/01/18

Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**  
**YTD**

	Jul '17 - Jun 18	Budget	% of Budget
<b>WILLOW CREEK QUARRY</b>			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,115.24	1,200.00	92.9%
6524 · Travel	0.00	100.00	0.0%
<b>Total 6520 · Materials &amp; Services - WQ</b>	<b>1,115.24</b>	<b>1,300.00</b>	<b>85.8%</b>
6540 · Capital Outlay - WQ	0.00	748,700.00	0.0%
<b>Total WILLOW CREEK QUARRY</b>	<b>1,115.24</b>	<b>750,000.00</b>	<b>0.1%</b>
<b>Total GENERAL FUND EXPENSES</b>	<b>579,974.54</b>	<b>1,577,550.00</b>	<b>36.8%</b>
<b>8400 · ECON.DEVELOP.FUND EXPENSES</b>			
<b>PERSONNEL SERVICES</b>			
8410 · Officer	58,252.12	64,000.00	91.0%
8410-1 · Admin. Asst. 1/3	16,161.37	18,000.00	89.8%
8410-2 · Lab Technician	3,984.80	0.00	100.0%
8411 · Payroll Taxes	5,746.20	8,500.00	67.6%
8412 · Worker's Comp Ins.	150.00	300.00	50.0%
8413 · Employee Benefits - Insurance	27,493.96	29,000.00	94.8%
8414 · Employee Benefits - Retirement	8,929.67	12,000.00	74.4%
<b>Total PERSONNEL SERVICES</b>	<b>120,718.12</b>	<b>131,800.00</b>	<b>91.6%</b>
<b>MATERIALS AND SERVICES</b>			
8421 · Travel/Food/Lodging	4,266.92	8,000.00	53.3%
8422 · Training/Seminars/Conventions	0.00	3,600.00	0.0%
8423 · Legal Fees	467.50	1,000.00	46.8%
8424 · Office Supplies & Equipment	169.86	500.00	34.0%
8424-1 · Lab Supplies	0.00	0.00	0.0%
8424-2 · Outside Lab Services	0.00	0.00	0.0%
8424-3 · Consultant	0.00	0.00	0.0%
8425 · Utilities	482.50	1,500.00	32.2%
8426-1 · Dues & Subscriptions	425.00	500.00	85.0%
8426 · Advertising & Marketing			
8426-2 · A Town Throw Down	5,837.45		
8426 · Advertising & Marketing - Other	6,641.20	30,000.00	22.1%
<b>Total 8426 · Advertising &amp; Marketing</b>	<b>12,478.65</b>	<b>30,000.00</b>	<b>41.6%</b>
8427 · Telephone & Internet Service	1,975.00	3,000.00	65.8%
8428 · Website Develop. & Maint.	300.00	500.00	60.0%
8429 · Building Insurance	4,234.00	4,500.00	94.1%
8430 · City of Arlington Insitu Lease	21,600.00	21,600.00	100.0%
8430-1 · Feasibility Studies	0.00	1,000.00	0.0%
8430-2 · Grant Match	0.00	1,000.00	0.0%
8430-3 · Business Start Up Program	20,984.28	35,000.00	60.0%
8430-4 · Property Taxes	6,937.98	8,000.00	86.7%
8433 · Telecom Infrastr Creation	0.00	0.00	0.0%
8439 · Contingency	0.00	20,700.00	0.0%
<b>Total MATERIALS AND SERVICES</b>	<b>74,321.69</b>	<b>140,400.00</b>	<b>52.9%</b>
<b>CAPITAL OUTLAY</b>			
8431 · Land Improvements/Development	8,910.00	35,000.00	25.5%
8432 · Engineering & Surveying	34,653.14	30,856.00	112.3%
8435 · Building Construction	218,623.70	1,048,000.00	20.9%
<b>Total CAPITAL OUTLAY</b>	<b>262,186.84</b>	<b>1,113,856.00</b>	<b>23.5%</b>
<b>DEBT SERVICE</b>			
8441 · Loan - Principal	8,305.03	9,068.00	91.6%
8442 · Loan - Interest	2,826.97	3,076.00	91.9%
<b>Total DEBT SERVICE</b>	<b>11,132.00</b>	<b>12,144.00</b>	<b>91.7%</b>
<b>Total 8400 · ECON.DEVELOP.FUND EXPENSES</b>	<b>468,358.65</b>	<b>1,398,200.00</b>	<b>33.5%</b>

8:57 AM

06/01/18

Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**  
 YTD

	Jul '17 - Jun 18	Budget	% of Budget
<b>RESERVE FUND EXPENSES</b>			
9500 - Repair, Maint., Grant Match	0.00	40,925.00	0.0%
<b>Total RESERVE FUND EXPENSES</b>	0.00	40,925.00	0.0%
<b>Total Expense</b>	1,048,334.94	3,016,675.00	34.8%
<b>Net Ordinary Income</b>	2,064,045.60	0.00	100.0%
<b>Net Income</b>	2,064,045.60	0.00	100.0%

\$100 July '17

## ***Arlington Community Chamber of Commerce***

*PO Box 202 ~ Arlington, Oregon*

---

### **2018 ARLINGTON SHOW 'N SHINE SATURDAY, JULY 28<sup>th</sup>**

The Arlington Community Chamber of Commerce is once again asking for support for our annual Show 'N Shine Car Show. We are seeking businesses and individuals to serve as Trophy Sponsors, donate door prizes, or to simply make a donation to help defray the cost of this event.

The names of all donors will be announced during the awards ceremony, and if you choose to sponsor a trophy, your name will be engraved on the award plaque.

Trophy sponsorships will be applied in the order in which they are received, and space is limited so please turn in your sponsorship as soon as possible.

To become a sponsor, fill out the bottom portion of this letter. Mail it and your donation to:  
**Arlington Community Chamber of Commerce, PO Box 202, Arlington, OR 97812**  
Or call (541) 626-3426 to arrange for pick-up.

Whether or not you can donate to this wonderful event, we encourage you to come and visit us in Earl Snell Park on Saturday, July 28<sup>th</sup>. There will be food, fun, and friendly faces. We hope to see you there!

Thank you,

Leslee Hammer, Administrator  
Arlington Community Chamber of Commerce  
(541) 626-3426; [info@VisitArlingtonOregon.com](mailto:info@VisitArlingtonOregon.com)

---

Please provide us with the following information:

Sponsor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

- ☐ I would like to sponsor a trophy (\$30 minimum donation).
- ☐ I would only like to provide financial support.
- ☐ I would like to donate door prize or goodie bag items.

June 12, 2018

Port of Arlington - Small Business Assistance Program (SBAP)

"Proposal"

Name of applicant: Jennifer Tilton

Applicant's business structure: ☐ Corporation

☐ Partnership

☒ Sole proprietor

☐ Other (explain) \_\_\_\_\_

Name of project:

(Use a brief descriptive title to allow for easy identification of the project).

Small Town Gossip  
Mobile food cart

Contact Person for this project:

Name: Jennifer Tilton  
Organization: Small Town Gossip  
Mailing address: P.O. Box 402  
Arlington, OR 97812

Position: Owner  
Telephone: 503 997 8383  
E-mail: Jennilton19@gmail.com

Describe the Business briefly:

Mobile food cart offering Breakfast, lunch, dinner and drinks. Available within the city of Arlington and to serve waste management employees, windmill workers, tourist, commuters and cater events.

Source of funds for this SBAP project:

Fund Type	Program or Identity of Funds	Amount	%Total
Port of Arlington	Small Business Assistance Program Grant (SBAP)	10,000	
Non-Port of Arlington Funds	Other Grants or Loans	0	
Non-Port of Arlington Funds	Applicant's Investment	17,360	
	Total Project		100%

Explain what exactly the project funds (and especially the SBAP funds) will actually pay for:

Requesting \$4,285.00 for extra start up supplies/cookware  
Requesting \$2,595.00 initial food purchase  
Additional funds for paint, wheels and tires  
Balance of \$10,000 would be used for these items.

How many new jobs do you expect this project to create? 1 jobs

# **SMALL TOWN GOSSIP**

Jenn Tilton  
Sole proprietor  
503-997-8383

**Open Monday-Saturday 5am-3pm**

## **OFFER**

Mobile, quality food and drinks.

## **CUSTOMERS**

Waste Management employees, Windmill employees, commuters traveling through, tourist and the City of Arlington

## **COMPETITIVE ADVANTAGE**

Affordable, versatile menu to meet the many needs of the hardworking employees located within the City of Arlington and the surrounding areas to accommodate out of town workers and become a vendor at local events

## **YEARLY GOAL**

Objective is increasing sales by %100 by end of year one. Maintaining a professional atmosphere, efficient yet humble approach to gain more customers and become a vendor for more events in a way to give back to the community.

## **SMALL TOWN GOSSIP**

Small Town Gossip offers mobile, quality, delicious food and drinks available Monday-Saturday from 5am-3pm. Located on the outskirts of town, close to Waste Management, Shutlers Station and along Highway 19 to meet the needs of many within the City of Arlington and outside of town. Small Town Gossip menu is hand crafted fresh foods including all Oregon made, grown and raised ingredients. This business has a strong market position and a coherent strategy. They have established clear steps to achieve their objective of increasing sales by 100% by reaching out to the community, becoming a vendor and staying active in promoting business growth through advertising, social media, word of mouth, and catering to companies needs.

Small Town Gossip intends to Target Waste Management as customers but be available to other offers on demand. The market represents a great opportunity for the business to capitalize on it's affordable menu items. Being affordable and satisfying is key to develop and promote growth of this business.

Small Town Gossip faces some competition, as should be expected in this attractive market. Our strategy is not to directly compete with other local small business within the area, it is to be fast paced, affordable, high quality foods and drinks, friendly and always inviting. With the strategies in place Small Town Gossip will be able to exploit the weakness of it's competition to gain market position.

In summary, the high demand for Small Town Gossip offer and the weakness of competitors provide an attractive market opportunity.

## SMALL TOWN GOSSIP

Start up funding/sales

\$17,360.00 was spent to purchase some main components.

Requesting \$4,285 for extra start up supplies and cookware

Requesting \$2,595.00 for initial food purchase

Requesting additional funds for paint, wheels and tires

Total money to fund project not including extra expenses is \$6,800

Year one goal

275,680

45,000 (tax)

26,000 (+35% tax)

75,680 (total tax owed)

203,503 (gross profit)

Average sales goal to meet minimum goal

23,000 monthly sales

11 customers purchasing hot drinks daily (\$333)

3 customers purchasing cold drinks daily (\$100)

11 customers purchasing meals (\$333)

$\$23,000 \times 12 \text{ months} = \$276,000$

$\$276,000 - 40\% (\text{cos}) = \$166,000 (\text{profit})$

$\$166,000 - \$14,000 (\text{tax}) = \$152,000$

$\$152,000 - 24,000 ( +24\% \text{ tax}) = \$128,000 (\text{profit yearly})$

Survey:

I asked 15 Waste Management Employees if they would purchase items from menu.

5 said yes to meals  $\$6 \times 5 = \$30$

5 said yes to hot drinks  $\$3 \times 5 = 15$

2 said yes to cold drinks  $\$2 \times 2 = \$4$

3 said no

Total \$49

Waste Management has 130 solid waste employees, 60 chemical waste employees and 50 new cell project employees. Overall employee count 240 employees and target is set at 100 customers daily.

If 100 employees make purchases daily

33 employees x \$6 meal = \$198

33 employees x \$3 Hot drink = \$99

33 employees x \$2 cold drink = \$66

Sales = \$363 daily



## **Port Manager/ Economic Development Report**

**June 12, 2018**

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

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

### **Administration**

The Port hired Jacob Shandy to assist the grounds maintenance crew this summer. Jacob did an outstanding job with his application, resume and job interview. Please welcome Jacob to the Port team.

The administrative assistant position application period has concluded with 7 applicants seeking the position. Applicants will be processed over the next few weeks leading to a selection of finalist for interviews.

US Army Corps conducted a walk through inspection of the inspectors our lease property (the RV Park and Marina). There was some discussion on the Port not having a Spill Prevention and Control Plan, which we have since located and inserted into the Port "panic" file.

Speaking of inspections, the Marine Board completed their annual inspection of the Port's pump out station. All systems are a go. The Pump out station serves boaters and is free of charge to all recreational boaters. The pump out is part of the Port's clean marina program and is supported by boater registrations fees through the Oregon State Marine Board.

### **Industrial Parks**

#### **Lower Willow Creek Irrigation Project**

In checking for a suitable water uptake location point, including farmer owned sites, the committee believes the Port's Willow Creek industrial site is the most promising site. The City of Arlington has been "green lighted" to prove up 2 of their 8 cubic feet per second. The City engineer and Oregon Water Resource Division are working to determine what portion of the balance of the city right might also be available

Arlington Mesa Flex Building –Work is progressing nicely. Conduits and plumbing are installed, rebar is in place, and slab is poured. American Rock was very impressive with 7 truck dispatched in a timely fashion. Rotchy's concrete crew did an outstanding job, the entire slab, 137 yards of concrete, was poured by 9 a.m. with one continuous pour. Three days later the concrete test show slab is cured to 3,300 psi, enough for steel erection to begin.



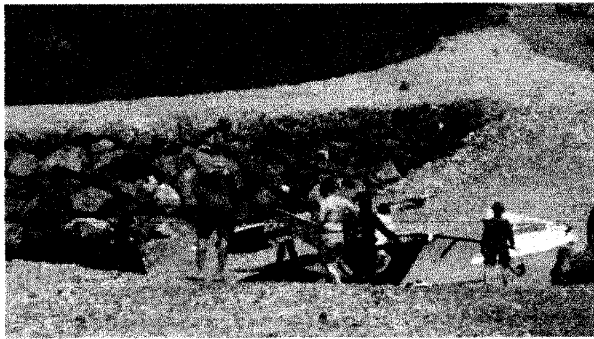
### **Arlington Industrial /Commercial Property**

MCP scale project has been conditionally approved by the City planner pending review by the City's engineer for storm water management plan. The new scale site will be located on the east end of Island Park. MCP indicates that the new scale location will improve processing times and allow for a more efficient traffic flows during grain harvest. The new scale is needed to replace the existing scale.

Port staff has been attending the Placed Based Planning meeting for the Lower John Day water shed. This is a yearlong study of the John Day river water shed hosted by the Gilliam County Soil and Water conservation District with support from Wheeler and Sherman SWCDs. Other contributors include Water watch, Columbia River keepers, Warm Springs Tribe, and the Gilliam County Cattleman's association. A draft of the phase one plan will be available for review soon. The group will be seeking your feedback.

### **Island Park and Marina**

A-Town Throw Down is a marketing and outreach effort to promote the Arlington launch site and recreational opportunities available in Arlington and surrounding areas. The effort seems to be working. Wind days attract wind and kite surfers from around the region. It is not uncommon to see license plate tags from Washington, Idaho, and even Utah. Here are pictures taken on May 28, 2018.



Riley Bennett hosted a very successful River cleanup day, May 19th. Nine people attended the event, including one boat, collecting over 13 bags of trash, wire, etc. Riley served a wonderful chili and hotdog lunch. Thank you Riley and all the volunteers for helping to keep our river clean!

#### **Small Business Assistance program**

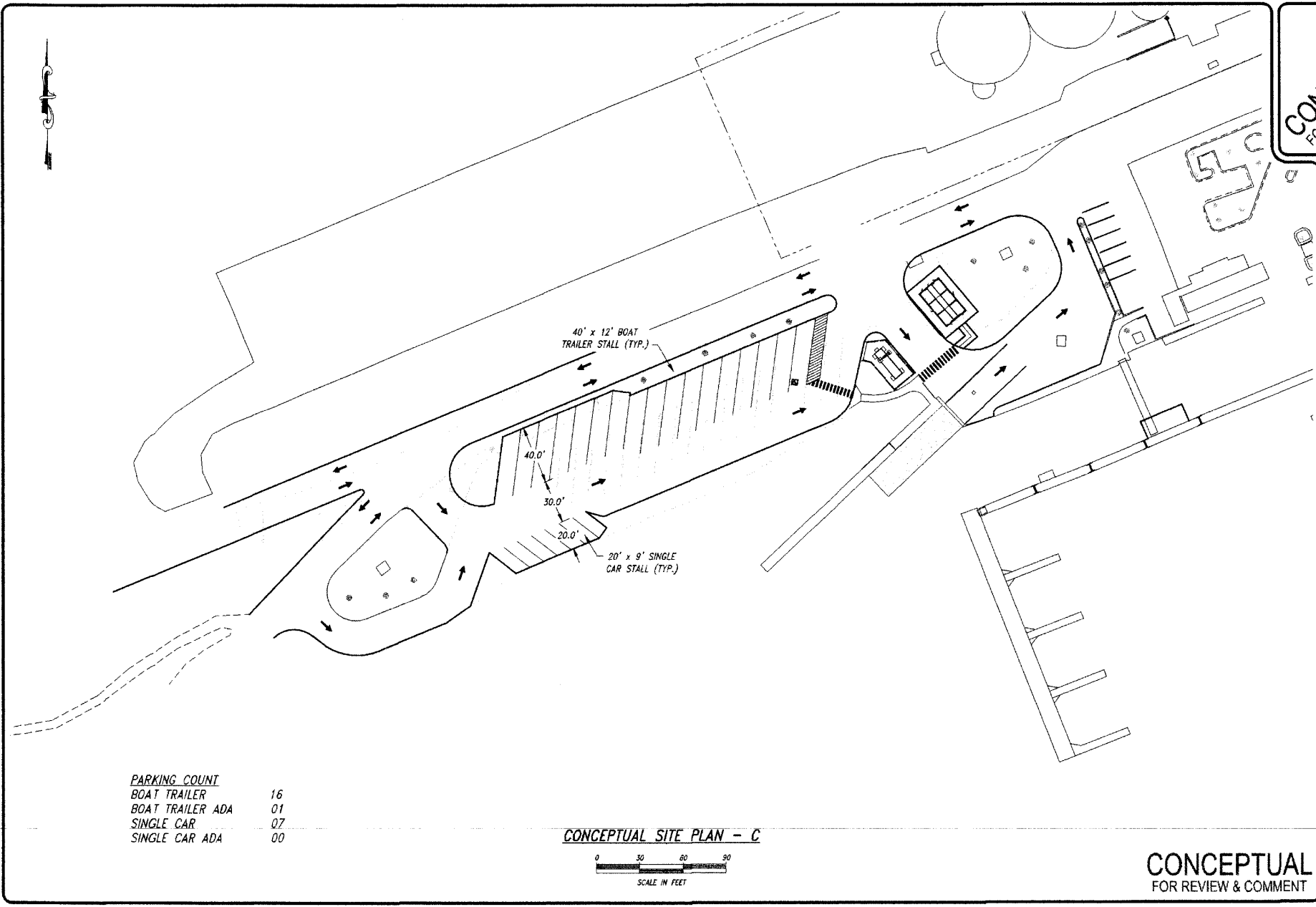
A big congratulation to Countryside Dispatch for landing their first load! And, more loads are being booked daily. Countrywide Dispatch is a licensed freight brokerage business located in Condon. The Port of Arlington's small business assistance program provided guidance throughout Countrywide's startup phase including business planning and training support, legal frame work assistance, and obtaining brokerage licensing. If you or someone you know needs trucking please call:

Countryside Dispatch - Shaina Watkins - 541.701.8619

CountrysideDispatch@gmail.com

#### **Up Coming Dates:**

- June 2 - Fishing Derby, Arlington 8 a.m.
- June 4 - Condon After Hours Chamber Event, Condon, 5 p.m.
- June 5 - Arlington TV Cooperative, 6:00 p.m.
- June 6 - County Court, Condon 11:30 a.m.  
Arlington City Council, 6:30
- June 8 - Greater Eastern Oregon Regional Solutions, 10 a.m. Boardman
- June 12 - Port of Arlington Board Meeting, Arlington, 5 p.m.
- June 15-16-17 A Town Throw Down, SUP, Wind, and Kite competition and Community Concert
- June 21 Pioneer CDC, Condon, 2 p.m.
- June 25 Arlington Chamber meeting, 6:30
- June 27 Place based planning, Condon 9:00 a.m.



PARKING COUNT

BOAT TRAILER	16
BOAT TRAILER ADA	01
SINGLE CAR	07
SINGLE CAR ADA	00

CONCEPTUAL SITE PLAN - C

**CONCEPTUAL**  
FOR REVIEW & COMMENT

APPROVED BOATING FACILITIES MANAGER	DATE
DESIGNED BY S. JANITZ	08 MAY 2016
CHECKED BY S. JANITZ	DATE

DATE	REVISION	BY

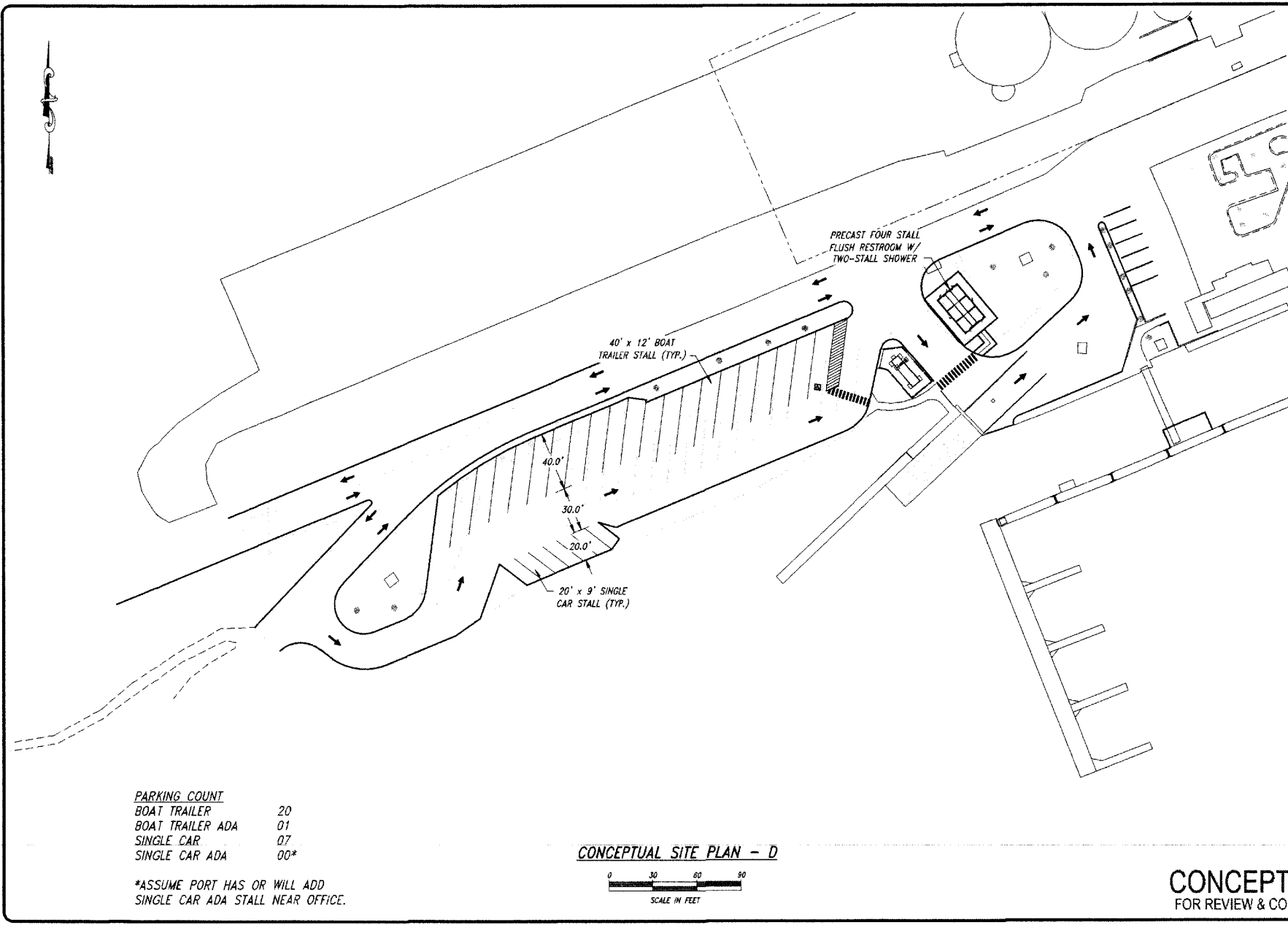


CONCEPTUAL SITE PLAN - C  
AT ARLINGTON MARINA  
FOR THE PORT OF ARLINGTON

OREGON STATE MARINE BOARD

**CONCEPTUAL**  
FOR REVIEW & COMMENT

06 SHEET	07 OF
1101 - NG - 05 DRAWING NO.	



PARKING COUNT

BOAT TRAILER	20
BOAT TRAILER ADA	01
SINGLE CAR	07
SINGLE CAR ADA	00*

\*ASSUME PORT HAS OR WILL ADD SINGLE CAR ADA STALL NEAR OFFICE.

CONCEPTUAL SITE PLAN - D

CONCEPTUAL  
FOR REVIEW & COMMENT

APPROVED DRAWING SCALE/DESIGN NUMBER	
FINAL CHECKED BY	S. JANTZE
DESIGNED BY	S. JANTZE
CHECKED BY	
DATE	09 MAY 2016

DATE	REVISION

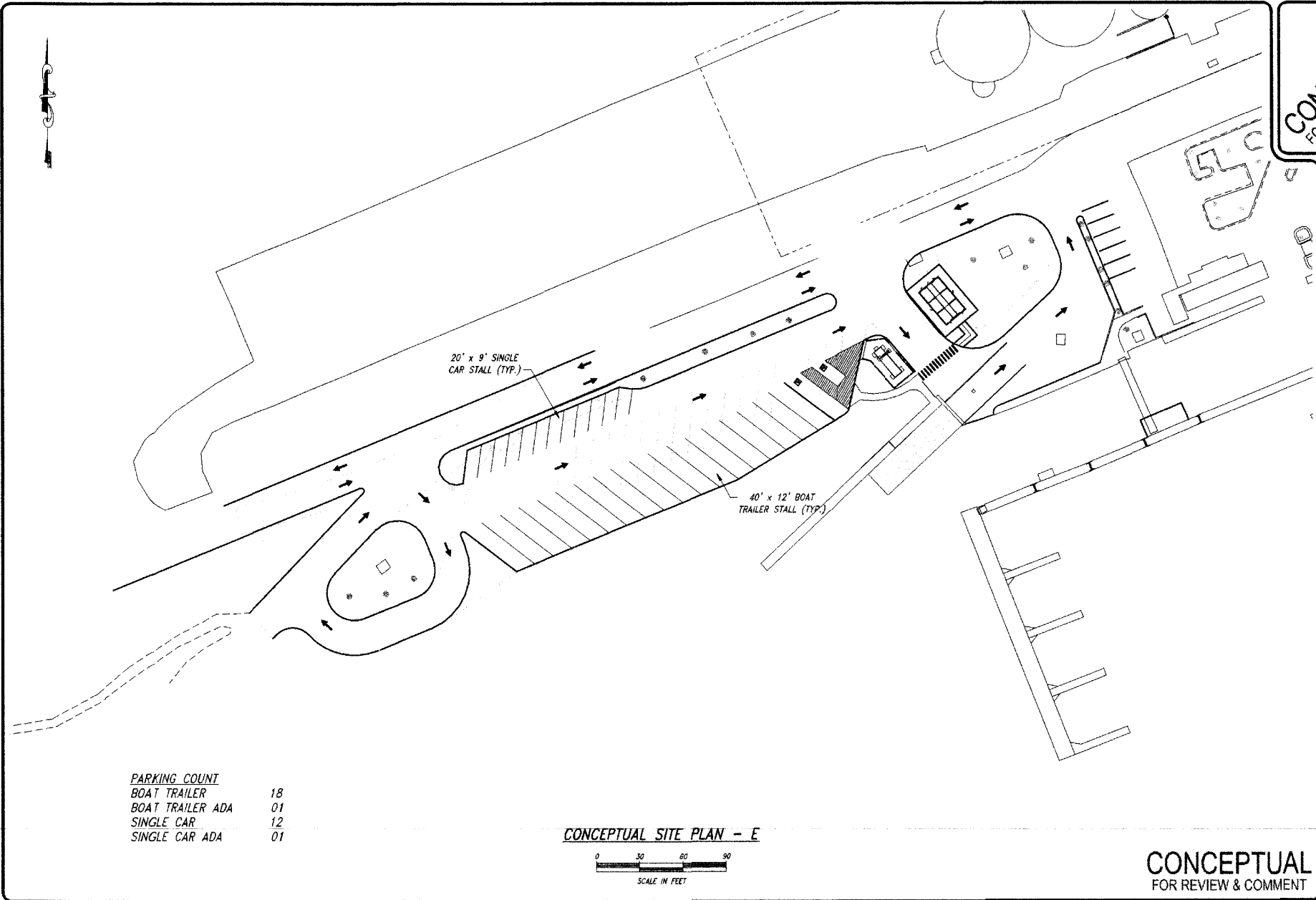


CONCEPTUAL SITE PLAN - D  
AT ARLINGTON MARINA  
FOR THE PORT OF ARLINGTON

OREGON STATE MARINE BOARD

CONCEPTUAL  
FOR REVIEW & COMMENT

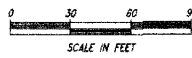
06 SHEET	07 OF
1101 - NG - 006	
DRAWING NO.	



PARKING COUNT

BOAT TRAILER	18
BOAT TRAILER ADA	01
SINGLE CAR	12
SINGLE CAR ADA	01

CONCEPTUAL SITE PLAN - E



**CONCEPTUAL**  
FOR REVIEW & COMMENT

APPROVED: MARINE FACILITIES MANAGER	DATE
DRAWN: S. JANTZE	DATE
REVIEWED: S. JANTZE	DATE
DATE	DATE

DATE	BY
DATE	BY
DATE	BY
DATE	BY
DATE	BY



CONCEPTUAL SITE PLAN - E  
AT ARLINGTON MARINA  
FOR THE PORT OF ARLINGTON

OREGON STATE MARINE BOARD

**CONCEPTUAL**  
FOR REVIEW & COMMENT

07	07
SHEET	OF
1101 - NG - 07	
DRAWING NO.	

2018 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-17	\$ 3.46	8	101	\$ 348.57	\$ 2.69	0	0	\$ -
February-17	\$ 3.46	8	75	\$ 258.03	\$ 2.69	0	0	\$ -
March-17	\$ 3.89	16	171	\$ 642.94	\$ 2.69	0	0	
April-17	\$ 3.89	28	251	\$ 890.77	\$ 2.69	0	0	\$ -
May-17	\$ 3.89	31	295	\$ 1,148.39	\$ 2.69	1	109	\$ 294.09
June-17					\$ 2.69			
July-17					\$ 2.69			
August-17					\$ 2.69			
September-17					\$ 2.69			
October-17					\$ 2.69			
November-17					\$ 2.69			
December-17					\$ 2.69			
YTD Totals		91	892	\$ 3,288.70		1	109	\$ 294.09

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

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

									TOTAL							
	Mar 18	Mar 17	\$ Change	% Change	Apr 18	Apr 17	\$ Change	% Change	May 18	May 17	\$ Change	% Change	Jul 1, '17 - Jun 1, 18	Jul 1, '16 - Jun 1, 17	\$ Change	% Change
Ordinary Income/Expense																
Income																
GENERAL FUND RESOURCES																
4210 - Marina Revenue	286.00	652.00	-366.00	-56.14%	302.00	250.00	52.00	20.8%	729.00	479.60	249.40	52.0%	6,159.00	5,919.14	239.86	4.05%
4211 - RV Park Revenues																
4211-4 - RV Park Dry Camp	36.00	36.00	0.00	0.0%	64.00	111.00	-47.00	-42.34%	313.00	325.00	-12.00	-3.69%	1,378.00	2,467.90	-1,091.90	-44.24%
4211-3 - RV Park Daily Rent	180.00	360.00	-180.00	-50.0%	360.00	540.00	-180.00	-33.33%	815.00	800.00	15.00	1.88%	5,895.00	7,122.00	-1,227.00	-17.23%
4211-2 - RV Park Weekly Rent	125.00	286.00	-161.00	-56.29%	0.00	0.00	0.00	0.0%	0.00	375.00	-375.00	-100.0%	2,750.00	2,784.75	-34.75	-1.25%
4211-1 - RV Park Monthly Rent	4,125.00	1,875.00	2,250.00	120.0%	3,250.00	2,250.00	1,000.00	44.44%	2,580.00	2,875.00	-295.00	-10.26%	31,760.00	25,736.00	6,024.00	23.41%
4212 - RV Park fee Refund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	-500.00	-220.00	-280.00	-127.27%
Total 4211 - RV Park Revenues	4,466.00	2,557.00	1,909.00	74.66%	3,674.00	2,901.00	773.00	26.65%	3,708.00	4,375.00	-667.00	-15.25%	41,281.00	37,890.65	3,390.35	8.95%
4213 - Marina Fuel Revenue																
4213-2 - Gasoline Sales	642.94	336.75	306.19	90.93%	890.77	714.91	175.86	24.6%	1,148.39	1,311.08	-162.69	-12.41%	9,425.02	7,732.71	1,692.31	21.89%
4213-1 - Diesel Sales	0.00	0.00	0.00	0.0%	0.00	269.96	-269.96	-100.0%	294.09	0.00	294.09	100.0%	935.13	2,023.51	-1,088.38	-53.79%
Total 4213 - Marina Fuel Revenue	642.94	336.75	306.19	90.93%	890.77	984.87	-94.10	-9.56%	1,442.48	1,311.08	131.40	10.02%	10,360.15	9,756.22	603.93	6.19%
4214 - Marina Power and Water Reven	0.00	0.00	0.00	0.0%	30.00	0.00	30.00	100.0%	0.00	0.00	0.00	0.0%	290.00	360.00	-70.00	-19.44%
4340 - Willow Creek Rock Sales	345.91	319.12	26.79	8.4%	5,150.84	660.89	4,489.95	679.38%	0.00	3,875.27	-3,875.27	-100.0%	18,896.94	17,530.17	1,366.77	7.8%