



Tuesday, June 11, 2019

5:00 pm

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

Public Hearing FY 2019-2020 Port Budget

A public hearing will be held by the Port of Arlington Board of Commissioners regarding adoption of the Fiscal Year 2019-2020 Budget. The hearing is for the purpose of taking public comments on the budget approved by the Budget Committee on May 14, 2019.

1. Open Public Hearing
2. Ask for public comment on the FY 2019-2020 Budget
3. Close Public Hearing

Regular Commission Meeting Agenda

Tuesday, June 11, 2019 Following Budget Hearing

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

1. **Call meeting to order**
2. **Adopt Resolution 2019-141 Approving Fiscal Year 2019-20 Budget**
3. **Public Comment on non-agenda items**
4. **Consent Agenda:**
 - Approval of May 14, 2019 Commission meeting minutes
 - Approval of May 2019 payables
5. **Chairman's Report –**
6. **Commissioner's Reports –**
7. **Small Business Assistance Grant Program -**
8. **Economic Development –**
 - 8.1 **EDO Report**
 - Summer Youth Job Results – Jacob Shandy
 - Irrigation Project Update
 - Depot Project Update
 - Island Park Bathroom Project Update
 - United States Coast Guard Concrete Pad on West End of Island Park – Channel Marker USCG
 - A-Town Throw Down Update
9. **Administration**
 - 9.1 Personnel Action Forms: COLA Increase for signature; End of probation merit wage Increase for signature
 - 9.2 Maintenance Applications for Job Opening
 - 9.3 Prepping for Audit with Solutions CPA'S on July 11, 2019
 - 9.4 Resolution 2019-142 Special Districts Volunteer Resolution for adoption
 - 9.5 Acceptance of Election Results –
 - 9.6 Pursuant to ORS 255.295(2) and ORS 254.548 Arlington Port, District 3 (East Condon) position is hereby declared vacant.
10. **Executive Session per ORS 192.660(2)(g):** To consider preliminary negotiations involving matters of trade of commerce in which the governing body is in competition with governing bodies in other states or nations.

Upcoming Meetings:

Regular Commission Meeting on Tuesday, July 9, 2019 at 5pm - Gilliam County Courthouse, Condon, Or.

This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting Kelly.margheim@portofarlington.com / 541-454-2868

Posted: Tuesday, June 4, 2019: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington; Condon Times-Journal; Arlington City Hall; Port Office and Website.

PO Box 279, Arlington, Oregon 97812

Port of Arlington 2019-2020 Budget Message

This Fiscal Year 2018-2019:

The Port participated in the completion of many projects this past year including constructing the Flex Building at the Mesa Industrial Park, established the exploratory committee and completed an Economic Feasibility Study for the farmers of the lower Willow Creek basin. The Port also administers a Small Business Assistance program and to attract more tourism to support Gilliam County business sponsors the A-Town Throw Down wind event.

The Port's marketing program assisted in successfully leasing out the new Flex building to one tenant, Valley Industrial Services.

Fuel sales for the Marina are steadily increasing as more boaters and cruise lines are made aware of our fueling station. This past year the Island Spirit, a cruise ship, fueled up at the Port. Our full-time and summer moorage is also growing.

The Island Park River Access improvement project has been completed for two years now. The Port received a small grant from the Columbia Gorge Wind Surfing Association to add two rigging areas. These areas will be additional improvements for wind and kite surfers. The Port has hosted, the A Town Throw Down, for the past two years as a regional event. This year the event is scheduled between for June 12th thru June 30th with a 72-hour notice before the competition. Visitors from all over the world are using the A-Town Launch site.

The Small Business Assistance program has been widely used and many new and existing businesses have benefited from the professional assistance and funding services provided. This year we funded three business; Lori's Place, Arlington Towing and Car Repair, and A-Town Rentals. The Port also supported half the cost of Billboards promoting Gilliam County recreation.

The Port continues with marketing efforts for all County Industrial properties. The County Court generously invests in industrial development projects in exchange the Port provides Economic Development staff for the entire County. Additionally, the Port leverages the Court's investment by obtaining additional "outside" grant funding. The Port received County Court funding of \$250,000 for Economic Development and \$100,000 reimbursable grant for the Irrigation Project in 2018-219 FY. The arrangement with the Court is an efficient use of the County funds and Port staff as 100% of County funding goes towards projects and is not used for administrative overhead.

The Port continues to lease the rock quarry at Willow Creek. They quarry operator, W-I Construction, has been very successful in supplying rock to a variety of customers in the surrounding region and has generated additional revenue for the Port.

Fiscal Year 2019-2020

At this years' Budget Workshop and Goal Setting, the Port Commission consensus was to focus on five major capital projects pending County grant support: 1) Assist with extension of Condon Airport Water Line to Linus Pauling Field; 2) Proceed with the Feasibility Study for the Willow Creek Irrigation Exploration Project; 3) Replace Bathrooms and expand Parking Project at Island Park; 4) Replace Lift Station and Pumps and lastly 5) Extend the water and sewer lines to the west end of Island Park.

The Port also sought grant funds to continue the Small Business Assistance and Marketing Program which has been very helpful to existing and new small business development. The Port used these marketing funds to market commercial and industrial properties.

The Port petitioned the County Court for grants totaling \$492,000 for this fiscal year; \$392,000 for Port Capital Projects and Economic Development activities and to use the balance of the \$100,000 reimbursement grant to continue the Irrigation Project. The Court only provided \$40,000 in funding this year, for ½ the requested SBA program and ½ the requested marketing program.

The Budget Document I am presenting to you tonight includes one of the Port's proposed projects, the bathroom replacement and parking expansion project. The balance of the projects have place holder amounts

should funding become available during the year. For example there is \$17,000 allocated to the Condon Airport water line extension project.

Personnel and Materials & Services categories are close to last years budgeted amounts. Commensurate with the cost of living index a proposed 3.0% pay increase to staff, and a 10% increase to the Administrative Assistant (who has successfully completed probation), is included. Health Insurance costs are estimated to increase nominally.

The Port of Arlington continues to grow and move forward into a bright future where everyone in the Gilliam County community can benefit.

Respectfully Submitted,
Kelly Margheim, Budget Officer
Port of Arlington

NOTICE OF BUDGET HEARING

Contact: Kelly Margheim, Budget Officer Telephone: 541-454-2868 Email: portofarlington@gorge.net

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	218,439	274,800	250,050
Materials and Services	172,675	362,650	219,400
Capital Outlay	728,739	1,346,062	1,823,671
Debt Service	12,144	12,144	12,144
Interfund Transfers	410,000	10,300	10,841
Contingencies	0	60,700	42,329
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	1,591,536		
Total Requirements	3,133,533	2,066,656	2,358,435

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *	

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$138,863	\$0
Total	\$138,863	\$0

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

Port of Arlington
Regular Monthly Commission Meeting
Tuesday, June 11, 2019
MAY 2019 PAYABLES

Resources:

Deposits and Credits through 05/30/2019 (see attached detail)

Total Deposits and Credits– All Accounts \$39,189.78

Expenses:

Checks Written: 9029 through 9058
Includes Direct Deposit Payroll And Electronic Fund Transfers (See attached Check Detail)

Total Expenses and Transfers– All Accounts (\$43,163.18)

Bank Balance Information:

Ending Balance as of 05/31/19: Bank of Eastern Oregon Checking: \$ 283,069.66
Bank of E. Oregon Reserve Fund: \$ 52,829.41
Bank of E. Oregon Muni Market Fund: \$ 162,855.47
LGIP: (03/31/19) \$1,256,863.28

Commission President Ron Wilson

Vice President Dewey Kennedy

Regular Commission Meeting
MINUTES
Port of Arlington
May 14, 2019
5 p.m.
Port Of Arlington

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; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst.; Kelly Margheim; Attorney Ruben Cleaveland;

Absent: None

Audience: Jenny Smallfoot; Tony Price; Sandy McKay; Judge Elizabeth Farrar

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

3. **Consent Agenda:**

- Approval of April 9, 2019 Commission Meeting Minutes
 - Approval of April 2019 Payables and Financials
- Commissioner Hunking moved to approve the consent agenda and Commissioner Kennedy seconded. The motion carried 4-0

4. **Presidents Report:** President Wilson shared a letter of appreciation from the Arlington Saddle Club.

President Wilson shared a donation request from the Condon Chamber for the 4th of July Event in Condon. Commissioner Hunking moved to approve a \$200.00 donation to the Condon Chamber for the 4th of July event and Commissioner McGuire seconded. The motion carried 4-0.

President Wilson shared Scott Winters letter of resignation. Scott Winters last day will be June 13, 2019. His service is much appreciated and the Port wishes Scott all the best.

5. **Commissioner Reports: None**

6. **Quarterly Report for A-Town Rentals** – Jennifer Smallfoot reported that A-Town Rentals is up and running. A-Town Rentals worked with K'Lynn Lane at the Chamber in Condon and have a website up and running. A-Town also joined the Chamber of Commerce in Condon. Jennifer Smallfoot has made a Facebook page for advertising, received business cards, is set up with a Square for credit card processing, placed a rental book at the Arlington Hardware Store, and has posted flyers on bulletin boards in Arlington. A-Town has had some rentals so far and look forward to this summer. A-Town has bought two new attachments for their Skid steer. Commissioner Fitzsimmons recommended that they put flyers up in Condon and Jennifer said she will. EDO Mitchell asked if they had rental contracts ready and Jennifer said Attorney Ruben Cleaveland looked over her contract and made a few suggestions and it is now complete.

7. Irrigation Committee Update – EDO Mitchell states that the farmers are still very motivated in getting irrigation up to their property. The Irrigation committee has had several meetings to date including a meeting at the grain lab and two meetings with the Arlington City Council. EDO Mitchell presented the board with cost breakdowns for each access point and route. The City of Arlington's work shop had a detailed discussion for the pros and cons of the city leasing water to the farmers. At the following City Council meeting decided they would not lease out water rights to the farmers as the Council decided a potential Municipal need is in the best interest of the City at this time. The Irrigation Committee will go forward looking into other options for irrigation water rights.

7.1 President Wilson addressed Judge Farrar and thanked her and Sandy McKay for attending. President Wilson asked if he could get some clarification on a few items. President Wilson asked with the Budget Restraints the County Court has put in place what does the Court have in mind for Economic Development in our County. Judge Farrar stated we need to clarify how a partnership would work between the County Court and the Port for Economic Development. Judge Farrar said we need to resolve the IGA before looking at the bigger picture. Commissioner Kennedy asked when can we set down and resolve the IGA. Judge Farrar said in June, but needed to touch bases with the Commissioners first. EDO Mitchell asked if the IGA hinges on Economic Development and Judge Farrar said no, but wants it resolved before moving forward. President Wilson asked if the Court was going to develop an Economic Develop Plan and the Judge said she was not sure. President Wilson asked how do you anticipate Economic Development and will it be a joint plan. The Judge said she was not sure how it would be structured and the general feeling with the Court is that we want a general alignment with the court weighing in on what the priorities are. The Court wants Economic Development to be in line with their Strategic Plan. President Wilson asked if the County has a Strategic Plan and the Judge said it does not. The County Court is going to work at getting one. EDO Mitchell states it will take at least a year to develop a Strategic Plan. Judge Farrar says the Strategic Plan has been expired at least 6 years. Judge Farrar acknowledges this could take over a year, but she states "speaking for herself" that she feels housing, fiber, and infrastructure are at the top of priorities. The Judge feels Morrow County is benefitting because so many people work here and live there because there is no housing. There was some discussion about licensing for building codes. EDO Mitchell stated that housing and Economic Development go hand and hand. Judge Farrar says Condon is starting a housing program and the County is going to do an audit of buildable lots. EDO Mitchell stated this has already been done. Pioneer has done an audit of buildable lots and a housing study. EDO Mitchell asked if the County Court was going to take on building houses. Judge Farrar states the County Court is behind the Condon Housing project and that the county will help with infrastructure.

8. **Economic Development –**

8.1 EDO Report-

The Depot Project – EDO Mitchell says The Depot project is moving forward at this time. The project is waiting for FEMA to issue the flood plain. Once the Flood plain elevation is established the grading and final building plans can be completed.

Valley Industrial Tenant Improvement Update – EDO Mitchell states that Valley Industrial has not had any further needs at this point. The Flex Building does have fiber internet connected now.

Light Speed Networks Right of Way Request – The request is still in the process of investigation for cost of moving power pole. Light Speed has a walk thru on the property with Pacific Power scheduled for the week of May 20, 2019.

9. **Administration**

9.1 Approve Plan of Action for the Port of Arlington / Solutions, CPAs

The Port acknowledges and is following the recommended plan from Solutions. President Wilson and Commissioner Kennedy signed the plan so it could be mailed to the State.

9.2 Port Credit Card – Administrative Assistant Margheim states the Port credit card was fraudulently used on April 24, 2019. The credit card was used from a foreign country on Facebook for a total of \$5,350. The credit card was cancelled and an investigation thru Bank of Eastern Oregon is ongoing. A report was made with the Gilliam County Sheriff and is being criminally investigated. The Port has also consulted with SDAO and they are starting with a forensic investigation.

9.3 SDIS Health Insurance Renewal - Administrative Assistant Margheim explained that the Port is up for renewal for the health insurance. Commissioner Hunking moved to approve Blue Cross / Blue Shield Plan III and to research health care costs in the next year. Commissioner McGuire seconded. The motion carried 4-0

Meeting adjourned 6:25 pm

President Ron Wilson

V.P. Dewey Kennedy

ADOPTING THE BUDGET

MAKING APPROPRIATIONS

IMPOSING THE TAX

CATEGORIZING THE TAX

PORT OF ARLINGTON

Profit & Loss Budget vs. Actual

July 2011 through Sept. 2011=25% of Budget Year

	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	105,389.53	100,000.00	105.4%
4011 · Taxes-Prior	5,747.41	500.00	1,149.5%
4020 · Interest - NOW Checking	118.33		
4021 · Interest - Best A/C	3,388.55		
4022 · Interest - LGIP A/C	26,715.63	10,000.00	267.2%
4030 · Land Rental	625.00	10,000.00	6.3%
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	8,180.00	5,000.00	163.6%
4211 · RV Park Revenues			
4211-1 · RV Park Monthly Rent	36,195.00		
4211-2 · RV Park Weekly Rent	1,871.00		
4211-3 · RV Park Daily Rent	4,793.00		
4211-4 · RV Park Dry Camp	1,384.00		
4211-5 · Monthly TV	260.00		
4212 · RV Park fee Refund	-187.50		
4211 · RV Park Revenues - Other	375.00	40,000.00	0.9%
Total 4211 · RV Park Revenues	44,690.50	40,000.00	111.7%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	11,550.78	7,000.00	165.0%
4213-1 · Diesel Sales	3,990.18	2,000.00	199.5%
Total 4213 · Marina Fuel Revenue	15,540.96	9,000.00	172.7%
4214 · Marina Power and Water Revenue	400.00	200.00	200.0%
4340 · Willow Creek Rock Sales	19,306.74	5,000.00	386.1%
4350 · Willow Creek Lease Revenue	11,000.00		
4400 · Donations/Gifts	4,000.00	100.00	4,000.0%
4500 · Miscellaneous Income	270.00	100.00	270.0%
Total GENERAL FUND RESOURCES	1,461,391.65	1,204,750.00	121.3%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	458,206.00	335,056.00	136.8%
5031 · Building Lease 11-002	91,200.00	91,200.00	100.0%
5032 · Building Lease 11-004	22,700.00	1,000.00	2,270.0%
5033 · Flex Bldg Lease	20,250.00	1,000.00	2,025.0%
5113 · Grants - Gilliam County	268,960.36	350,000.00	76.8%
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	25,528.97	25,000.00	102.1%
5600 · Transfer from General Fund	0.00	0.00	0.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOURCES	894,693.33	810,256.00	110.4%
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	1,066.25	350.00	304.6%
Total RESERVE FUND RESOURCES	52,829.25	51,650.00	102.3%
Total Income	2,408,914.23	2,066,656.00	116.6%
Expense			
6560 · Payroll Expenses	0.00		

PORT OF ARLINGTON

Profit & Loss Budget vs. Actual

July 2011 through Sept. 2011=25% of Budget Year

	Jul '18 - Jun 19	Budget	% of Budget
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	19,986.22	23,000.00	86.9%
6009 · Administrative Assistant	34,713.71	45,000.00	77.1%
6011 · Payroll Taxes - Staff	4,363.05	5,000.00	87.3%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	119.74	250.00	47.9%
6015 · Employee Benefits Insurance	15,967.82	25,000.00	63.9%
6016 · Employee Benefits Retirement	7,807.00	8,000.00	97.6%
Total 6000 · Personal Services - AD	82,957.54	106,750.00	77.7%
6100 · Materials and Services - AD			
6111 · Utilities	2,781.72	3,000.00	92.7%
6112 · Office Supplies and Equipment	2,527.94	3,000.00	84.3%
6113 · Legal Fees	6,560.00	9,000.00	72.9%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	1,672.48	3,000.00	55.7%
6115 · Dues, Subscriptions, Fees - Other	2,595.54	2,000.00	129.8%
Total 6115 · Dues, Subscriptions, Fees	4,268.02	5,000.00	85.4%
6116 · Audit, Budget, Legal Notices	6,910.00	8,000.00	86.4%
6117 · Telephone and Internet Srv.	2,531.44	2,000.00	126.6%
6118 · Advertising - AD	60.00	250.00	24.0%
6119 · Commissioner Fees/Expenses	2,359.76	2,500.00	94.4%
6120 · Medi/SS for Commissioners	80.32	300.00	26.8%
6121 · Donations	825.00	1,000.00	82.5%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	65.00	200.00	32.5%
6124 · Consultant Services	866.25	2,000.00	43.3%
6126 · Contingency	0.00	30,700.00	0.0%
6127 · Commissioner Conference & Trave	974.99	3,000.00	32.5%
6128 · Staff Travel/Food/Lodging	126.54	500.00	25.3%
6129 · Postage	554.30	800.00	69.3%
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	31,546.84	75,250.00	41.9%
6170 · Transfers Out of General Fund	10,300.00	10,300.00	100.0%
Total ADMINISTRATION EXPENSES	124,804.38	192,300.00	64.9%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	4,962.93	12,500.00	39.7%
6611 · Payroll Taxes	398.95	750.00	53.2%
6612 · Worker's Comp Insurance	141.85	500.00	28.4%
Total 6600 · Personal Services	5,503.73	13,750.00	40.0%
6620 · Materials & Services			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	778.65	1,000.00	77.9%
6623 · Comfort Station Supplies	442.36	1,800.00	24.6%
6624 · Park Electricity	1,535.60	1,500.00	102.4%
6625 · Pest Control / Chem & Fert.	244.38	200.00	122.2%
6626 · Insurance	1,129.00	2,000.00	56.5%
6627 · Park Maintenance & Supplies	812.42	2,800.00	29.0%
6628 · Miscellaneous	0.00	100.00	0.0%
Total 6620 · Materials & Services	4,942.41	10,600.00	46.6%
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	2,252.50	10,000.00	22.5%
Total 6630 · Capital Outlay	2,252.50	130,000.00	1.7%
Total ISLAND PARK	12,698.64	154,350.00	8.2%

PORT OF ARLINGTON

Profit & Loss Budget vs. Actual

July 2011 through Sept. 2011=25% of Budget Year

	Jul '18 - Jun 19	Budget	% of Budget
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	211.55	3,700.00	5.7%
6711 · Payroll Taxes	17.37	250.00	6.9%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
6700 · Personal Services - Other	72.48		
Total 6700 · Personal Services	351.40	4,000.00	8.8%
6720 · Materials & Services			
6721 · Marina Electricity	2,265.24	3,000.00	75.5%
6722 · OMB Repairs - 1/2 MAPS	225.18	2,000.00	11.3%
6723 · Insurance	2,279.00	2,500.00	91.2%
6724 · Marina Maint. & Supplies	1,572.53	2,500.00	62.9%
6725 · Miscellaneous	754.25	500.00	150.9%
6727 · Marina Fuel			
6727-2 · Marina Diesel	4,676.50	3,000.00	155.9%
6727-1 · Marina Gas	10,681.03	11,000.00	97.1%
Total 6727 · Marina Fuel	15,357.53	14,000.00	109.7%
6720 · Materials & Services - Other	-150.00		
Total 6720 · Materials & Services	22,303.73	24,500.00	91.0%
6730 · Captial Outlay	-100.00		
Total MARINA	22,555.13	28,500.00	79.1%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	285.60	3,000.00	9.5%
6311 · Payroll Taxes, Maintenance - RV	19.42	300.00	6.5%
6312 · Workmens Compénsation - RV	200.00	200.00	100.0%
Total 6300 · Personal Services - RV	505.02	3,500.00	14.4%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	3,761.20	4,000.00	94.0%
6322 · Sanitation - RV	1,170.00	2,000.00	58.5%
6323 · Electricity - RV Park	9,729.39	7,500.00	129.7%
6324 · WIFI - RV	405.20	600.00	67.5%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	214.38	1,000.00	21.4%
6327 · Insurance - RV	1,400.00	1,000.00	140.0%
6328 · Misc. - RV	12.00	500.00	2.4%
6329 · Sewer	4,187.48	4,000.00	104.7%
Total 6320 · Materials & Services - RV	20,879.65	21,100.00	99.0%
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	21,384.67	29,600.00	72.2%
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%
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	182,529.79	1,204,750.00	15.2%

PORT OF ARLINGTON

Profit & Loss Budget vs. Actual

July 2011 through Sept. 2011=25% of Budget Year

	Jul '18 - Jun 19	Budget	% of Budget
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	59,958.71	67,000.00	89.5%
8410-1 · Admin. Asst. 1/3	16,293.56	20,000.00	81.5%
8411 · Payroll Taxes	5,803.00	9,500.00	61.1%
8412 · Worker's Comp Ins.	100.00	300.00	33.3%
8413 · Employee Benefits - Insurance	19,781.48	35,000.00	56.5%
8414 · Employee Benefits - Retirement	9,537.11	15,000.00	63.6%
Total PERSONNEL SERVICES	111,473.86	146,800.00	75.9%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	4,469.85	8,000.00	55.9%
8422 · Training/Seminars/Conventions	256.10	5,000.00	5.1%
8423 · Legal Fees	3,440.00	1,000.00	344.0%
8424 · Office Supplies & Equipment	983.35	1,000.00	98.3%
8424-3 · Consultant	0.00	4,000.00	0.0%
8425 · Utilities	1,886.58	1,500.00	125.8%
8426 · Advertising & Marketing	8,442.02	35,000.00	24.1%
8426-1 · Dues & Subscriptions	404.99	500.00	81.0%
8426-2 · A Town Throw Down	60.00		
8427 · Telephone & Internet Service	2,025.40	3,500.00	57.9%
8428 · Website Develop. & Maint.	50.00	1,500.00	3.3%
8429 · Building Insurance	5,857.00	9,000.00	65.1%
8430 · City of Arlington Insitu Lease	21,600.00	21,600.00	100.0%
8430-1 · Feasibility Studies	18,960.36	114,000.00	16.6%
8430-2 · Grant Match	0.00	15,000.00	0.0%
8430-3 · Business Start Up Program	36,577.85	35,000.00	104.5%
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	110,031.54	290,600.00	37.9%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	0.00	17,000.00	0.0%
8432 · Engineering & Surveying	25,849.80	37,856.00	68.3%
8435 · Building Construction	213,778.01	305,856.00	69.9%
Total CAPITAL OUTLAY	239,627.81	360,712.00	66.4%
DEBT SERVICE			
8441 · Loan - Principal	8,511.52	9,250.63	92.0%
8442 · Loan - Interest	2,620.48	2,893.37	90.6%
Total DEBT SERVICE	11,132.00	12,144.00	91.7%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	472,265.21	810,256.00	58.3%
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	654,795.00	2,066,656.00	31.7%
Net Ordinary Income	1,754,119.23	0.00	100.0%
Net Income	1,754,119.23	0.00	100.0%

PORT OF ARLINGTON
Profit & Loss Prev Year Comparison
July 1, 2018 through May 30, 2019

Ordinary Income/Expense	Mar 19				Apr 19				May 1 - 30, 19			
	Mar 19	Mar 18	\$ Change	% Change	Apr 19	Apr 18	\$ Change	% Change	May 1 - 30, 19	May 1 - 30, 18	\$ Change	% Change
Income												
GENERAL FUND RESOURCES												
4210 - Marina Revenue	820.00	286.00	534.00	186.71%	1,552.00	302.00	1,250.00	413.91%	1,374.00	679.00	695.00	102.36%
4211 - RV Park Revenues												
4211-1 - RV Park Monthly Rent	5,125.00	4,125.00	1,000.00	24.24%	4,500.00	3,250.00	1,250.00	38.46%	2,625.00	2,205.00	420.00	19.05%
4211-2 - RV Park Weekly Rent	0.00	125.00	-125.00	-100.0%	125.00	0.00	125.00	100.0%	0.00	0.00	0.00	0.0%
4211-3 - RV Park Daily Rent	0.00	180.00	-180.00	-100.0%	60.00	360.00	-300.00	-83.33%	600.00	675.00	-75.00	-11.11%
4211-4 - RV Park Dry Camp	9.00	36.00	-27.00	-75.0%	27.00	64.00	-37.00	-57.81%	81.00	202.00	-121.00	-59.9%
4211-5 - Monthly TV	40.00	0.00	40.00	100.0%	40.00	0.00	40.00	100.0%	0.00	0.00	0.00	0.0%
4212 - RV Park fee Refund	0.00	0.00	0.00	0.0%	-187.50	0.00	-187.50	-100.0%	0.00	0.00	0.00	0.0%
4211 - RV Park Revenues - Other	375.00	0.00	375.00	100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 4211 - RV Park Revenues	5,549.00	4,466.00	1,083.00	24.25%	4,564.50	3,674.00	890.50	24.24%	3,306.00	3,082.00	224.00	7.27%
4213 - Marina Fuel Revenue												
4213-2 - Gasoline Sales	337.40	642.94	-305.54	-47.52%	1,004.21	890.77	113.44	12.74%	1,256.28	1,148.39	107.89	9.4%
4213-1 - Diesel Sales	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	294.09	-294.09	-100.0%
Total 4213 - Marina Fuel Revenue	337.40	642.94	-305.54	-47.52%	1,004.21	890.77	113.44	12.74%	1,256.28	1,442.48	-186.20	-12.91%
4214 - Marina Power and Water Revenue	0.00	0.00	0.00	0.0%	80.00	30.00	50.00	166.67%	0.00	0.00	0.00	0.0%
4340 - Willow Creek Rock Sales	536.46	345.91	190.55	55.09%	0.00	5,150.84	-5,150.84	-100.0%	4,356.21	0.00	4,356.21	100.0%

RV Income
Outstanding for
May 2019
\$1,235.00

2019 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-19	\$ 3.90	11	109	\$ 413.84	\$ 2.69	0	0	\$ -
February-19	\$ 3.90	12	154	\$ 583.47	\$ 2.69	0	0	\$ -
March-19	\$ 3.90	13	91	\$ 337.40	\$ 2.69	0	0	\$ -
April-19	\$ 3.90	33	268	\$ 1,004.21	\$ 2.69	0	0	\$ -
May-19	\$ 4.59	41	291	\$ 1,256.28	\$ 2.69	0	0	\$ -
June-19								
July-19								
August-19								
September-19								
October-19								
November-19								
December-19								
YTD Totals		110	912	\$ 3,595.20		0	0	\$ -

2018 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-18	\$ 3.46	8	101	\$ 348.57	\$ 2.69	0	0	\$ -
February-18	\$ 3.46	8	75	\$ 258.03	\$ 2.69	0	0	\$ -
March-18	\$ 3.89	16	171	\$ 642.94	\$ 2.69	0	0	
April-18	\$ 3.89	28	251	\$ 890.77	\$ 2.69	0	0	\$ -
May-18	\$ 3.89	31	295	\$ 1,148.39	\$ 2.69	1	109	\$ 294.09
June-18	\$ 3.99	31	491	\$ 1,952.05	\$ 2.69	0	0	\$ -
July-18	\$ 3.99	45	431	\$ 1,729.80	\$ 2.69	2	325	\$ 876.54
August-18	\$ 3.99	42	465	\$ 1,860.38	\$ 2.69	3	155	\$ 417.42
September-18	\$ 4.09	30	296	\$ 1,150.99	\$ 2.69	3	94	\$ 254.24
October-18	\$ 4.09	53	573	\$ 2,352.91	\$ 2.69	4	905	\$ 2,441.98
November-18	\$ 4.09	13	126	\$ 516.79	\$ 2.69	0	0	
December-18	\$ 3.80	7	86	\$ 336.71	\$ 2.69	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	\$ 3.44	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		275	2,833	\$ 9,943.89		9	742	\$ 2,270.18

PORT OF ARLINGTON
Check Detail
May 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		05/06/2019	QuickBooks Payrol...		1001 · Bank of E/O ...		-1.75
					6560 · Payroll Expe...	-1.75	1.75
TOTAL						-1.75	1.75
Liability Check		05/30/2019	QuickBooks Payrol...		1001 · Bank of E/O ...		-8,978.96
					6560 · Payroll Expe...	-3.50	3.50
			QuickBooks Payroll ...		2111 · Direct Deposi...	-8,975.46	8,975.46
TOTAL						-8,978.96	8,978.96
Check	DD	05/07/2019	Peter Mitchell		1001 · Bank of E/O ...		-551.24
					8421 · Travel/Food/...	-440.24	440.24
					8427 · Telephone & ...	-111.00	111.00
TOTAL						-551.24	551.24
Liability Check	EFT	05/01/2019	United States Trea...		1001 · Bank of E/O ...		-2,570.56
					2100 · Payroll Liabili...	-804.00	804.00
					2100 · Payroll Liabili...	-715.87	715.87
					2100 · Payroll Liabili...	-715.87	715.87
					2100 · Payroll Liabili...	-167.41	167.41
					2100 · Payroll Liabili...	-167.41	167.41
TOTAL						-2,570.56	2,570.56
Check	EFT	05/06/2019	Heartland Payment...		1001 · Bank of E/O ...		-203.16
					6115-1 · Credit Card...	-203.16	203.16
TOTAL						-203.16	203.16

#43,163.18

PORT OF ARLINGTON
Check Detail
May 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	05/13/2019	Pacific Power		1001 · Bank of E/O ...		-1,186.68
					6111 · Utilities	-150.00	150.00
					6323 · Electricity - R...	-627.38	627.38
					6721 · Marina Electri...	-30.00	30.00
					6624 · Park Electricity	-149.24	149.24
					6721 · Marina Electri...	-20.74	20.74
					6721 · Marina Electri...	-209.32	209.32
TOTAL						-1,186.68	1,186.68
Paycheck	DD1138	05/31/2019	Margheim, Kelly L		1001 · Bank of E/O ...		0.00
					6560 · Payroll Expe...	-2,849.00	2,849.00
					6560 · Payroll Expe...	-82.50	82.50
					6560 · Payroll Expe...	-176.00	176.00
					6560 · Payroll Expe...	-880.00	880.00
					6560 · Payroll Expe...	-143.00	143.00
					6560 · Payroll Expe...	-1,414.94	1,414.94
					2100 · Payroll Liabili...	1,414.94	-1,414.94
					6560 · Payroll Expe...	-115.54	115.54
					2100 · Payroll Liabili...	115.54	-115.54
					6560 · Payroll Expe...	-495.66	495.66
					2100 · Payroll Liabili...	495.66	-495.66
					6560 · Payroll Expe...	-3.11	3.11
					2100 · Payroll Liabili...	3.11	-3.11
					2100 · Payroll Liabili...	4.13	-4.13
					2100 · Payroll Liabili...	219.00	-219.00
					6560 · Payroll Expe...	-256.09	256.09
					2100 · Payroll Liabili...	256.09	-256.09
					2100 · Payroll Liabili...	256.09	-256.09
					6560 · Payroll Expe...	-59.90	59.90
					2100 · Payroll Liabili...	59.90	-59.90
					2100 · Payroll Liabili...	59.90	-59.90
					2100 · Payroll Liabili...	242.00	-242.00
					2111 · Direct Deposi...	300.00	-300.00
					2111 · Direct Deposi...	3,049.38	-3,049.38
TOTAL						0.00	0.00

PORT OF ARLINGTON
Check Detail
May 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	DD1139	05/31/2019	Mitchell, Peter D		1001 · Bank of E/O ...		0.00
					6560 · Payroll Expe...	-6,549.32	6,549.32
					6560 · Payroll Expe...	-709.31	709.31
					6560 · Payroll Expe...	-871.04	871.04
					2100 · Payroll Liabili...	871.04	-871.04
†	†		†	†	†6560 · Payroll Expe...	† -1,414.94	† 1,414.94
					2100 · Payroll Liabili...	1,414.94	-1,414.94
					6560 · Payroll Expe...	-115.54	115.54
					2100 · Payroll Liabili...	115.54	-115.54
					6560 · Payroll Expe...	-3.32	3.32
					2100 · Payroll Liabili...	3.32	-3.32
					2100 · Payroll Liabili...	7.26	-7.26
					2100 · Payroll Liabili...	595.00	-595.00
					6560 · Payroll Expe...	-450.04	450.04
					2100 · Payroll Liabili...	450.04	-450.04
					2100 · Payroll Liabili...	450.04	-450.04
					6560 · Payroll Expe...	-105.25	105.25
					2100 · Payroll Liabili...	105.25	-105.25
					2100 · Payroll Liabili...	105.25	-105.25
					2100 · Payroll Liabili...	475.00	-475.00
					2111 · Direct Deposi...	5,626.08	-5,626.08
TOTAL						0.00	0.00
Liability Check	9029	05/01/2019	Fidelity Brokerage ...		1001 · Bank of E/O ...		-1,356.14
					2100 · Payroll Liabili...	-1,356.14	1,356.14
TOTAL						-1,356.14	1,356.14
Liability Check	9030	05/01/2019	Oregon Departmen...		1001 · Bank of E/O ...		-710.00
					2100 · Payroll Liabili...	-710.00	710.00
TOTAL						-710.00	710.00
Check	9031	05/01/2019	SDIS		1001 · Bank of E/O ...		-3,060.96
					2100 · Payroll Liabili...	-1,414.94	1,414.94
					2100 · Payroll Liabili...	-115.54	115.54
					2100 · Payroll Liabili...	-1,414.94	1,414.94
					2100 · Payroll Liabili...	-115.54	115.54
TOTAL						-3,060.96	3,060.96

PORT OF ARLINGTON
Check Detail
May 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9033	05/13/2019	Bank of Eastern Or...		1001 · Bank of E/O ...		-328.21
					8421 · Travel/Food/...	-144.96	144.96
					6724 · Marina Maint....	-183.25	183.25
TOTAL						-328.21	328.21
Check	9034	05/13/2019	Bank of Eastern Or...		1001 · Bank of E/O ...		-485.05
					6112 · Office Suppli...	-351.30	351.30
					6725 · Miscellaneous	-47.96	47.96
					6129 · Postage	-5.80	5.80
					8426-1 · Dues & Su...	-79.99	79.99
TOTAL						-485.05	485.05
Check	9035	05/13/2019	The Times-Journal		1001 · Bank of E/O ...		-195.00
					6118 · Advertising - ...	-60.00	60.00
					6112 · Office Suppli...	-96.00	96.00
					6112 · Office Suppli...	-39.00	39.00
TOTAL						-195.00	195.00
Check	9036	05/13/2019	US Postal Service		1001 · Bank of E/O ...		-120.00
					6129 · Postage	-120.00	120.00
TOTAL						-120.00	120.00
Check	9037	05/13/2019	Anderson/Perry		1001 · Bank of E/O ...		-9,550.00
					8432 · Engineering ...	-9,550.00	9,550.00
TOTAL						-9,550.00	9,550.00
Check	9038	05/13/2019	Loop Net		1001 · Bank of E/O ...		-69.00
					8426 · Advertising &...	-69.00	69.00
TOTAL						-69.00	69.00

PORT OF ARLINGTON
Check Detail
May 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9039	05/13/2019	Arlington T.V. Coop		1001 · Bank of E/O ...		-120.00
					8427 · Telephone & ...	-20.00	20.00
					6117 · Telephone an...	-80.00	80.00
					6324 · WIFI - RV	-20.00	20.00
TOTAL						-120.00	120.00
Check	9040	05/13/2019	Meadow Outdoor A...		1001 · Bank of E/O ...		-1,328.00
					8426 · Advertising &...	-1,328.00	1,328.00
TOTAL						-1,328.00	1,328.00
Check	9041	05/13/2019	Arlington Hardware		1001 · Bank of E/O ...		-36.78
					6623 · Comfort Stati...	-31.26	31.26
					6724 · Marina Maint....	-5.52	5.52
TOTAL						-36.78	36.78
Check	9042	05/13/2019	Gilliam County Tre...		1001 · Bank of E/O ...		-1,012.00
					8441 · Loan - Principal	-784.47	784.47
					8442 · Loan - Interest	-227.53	227.53
TOTAL						-1,012.00	1,012.00
Check	9043	05/13/2019	Arlington Little Lea...		1001 · Bank of E/O ...		-150.00
					6121 · Donations	-150.00	150.00
TOTAL						-150.00	150.00
Check	9044	05/13/2019	Arlington Market		1001 · Bank of E/O ...		-67.93
					6127 · Commissione...	-67.93	67.93
TOTAL						-67.93	67.93

PORT OF ARLINGTON
Check Detail
May 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9045	05/13/2019	Inland Chemical Se...		1001 · Bank of E/O ...		-67.50
					6625 · Pest Control /...	-67.50	67.50
TOTAL						-67.50	67.50
† Check	† 9046	05/13/2019	† City of Arlington	†	1001 · Bank of E/O ...		-1,047.00
					6321 · Water Fees - ...	-385.00	385.00
					6329 · Sewer	-440.00	440.00
					6322 · Sanitation - RV	-104.00	104.00
					6111 · Utilities	-44.50	44.50
					8425 · Utilities	-44.50	44.50
					6622 · Sanitation	-29.00	29.00
TOTAL						-1,047.00	1,047.00
Liability Check	9047	05/29/2019	Oregon Departmen...		1001 · Bank of E/O ...		-717.00
					2100 · Payroll Liabili...	-717.00	717.00
TOTAL						-717.00	717.00
Check	9049	05/29/2019	Oregon PERS		1001 · Bank of E/O ...		-15.00
					6115 · Dues, Subscr...	-15.00	15.00
TOTAL						-15.00	15.00
Check	9050	05/29/2019	Oregon Departmen...		1001 · Bank of E/O ...		-421.00
					6725 · Miscellaneous	-421.00	421.00
TOTAL						-421.00	421.00
Check	9051	05/29/2019	The City of Arlington		1001 · Bank of E/O ...		-1,800.00
					8430 · City of Arlingt...	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00

PORT OF ARLINGTON
Check Detail
May 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9052	05/29/2019	SDIS		1001 · Bank of E/O ...		-3,060.96
					2100 · Payroll Liabili...	-1,414.94	1,414.94
					2100 · Payroll Liabili...	-115.54	115.54
					2100 · Payroll Liabili...	-1,414.94	1,414.94
					2100 · Payroll Liabili...	-115.54	115.54
TOTAL						-3,060.96	3,060.96
Check	9053	05/29/2019	Condon Chamber ...		1001 · Bank of E/O ...		-200.00
					6121 · Donations	-200.00	200.00
TOTAL						-200.00	200.00
Check	9054	05/29/2019	Arlington Hardware		1001 · Bank of E/O ...		-306.36
					6623 · Comfort Stati...	-259.47	259.47
					6724 · Marina Maint....	-27.43	27.43
					6112 · Office Suppli...	-19.46	19.46
TOTAL						-306.36	306.36
Check	9055	05/29/2019	Gorge Networks		1001 · Bank of E/O ...		-199.99
					8427 · Telephone & ...	-49.50	49.50
					6117 · Telephone an...	-100.99	100.99
					6117 · Telephone an...	-49.50	49.50
TOTAL						-199.99	199.99
Paycheck	9056	05/31/2019	Shandy, Jacob D		1001 · Bank of E/O ...		-125.92
					6560 · Payroll Expe...	-136.50	136.50
					6560 · Payroll Expe...	-0.36	0.36
					2100 · Payroll Liabili...	0.36	-0.36
					2100 · Payroll Liabili...	0.14	-0.14
					6560 · Payroll Expe...	-8.46	8.46
					2100 · Payroll Liabili...	8.46	-8.46
					2100 · Payroll Liabili...	8.46	-8.46
					6560 · Payroll Expe...	-1.98	1.98

PORT OF ARLINGTON
Check Detail
May 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					2100 · Payroll Liabili...	1.98	-1.98
					2100 · Payroll Liabili...	1.98	-1.98
TOTAL						-125.92	125.92
Paycheck	9057	05/31/2019	Winters, Russell S		1001 · Bank of E/O ...		-518.08
+	+	+	+	+	+	+	+
					6560 · Payroll Expe...	-561.61	561.61
					6560 · Payroll Expe...	-0.85	0.85
					2100 · Payroll Liabili...	0.85	-0.85
					2100 · Payroll Liabili...	0.56	-0.56
					6560 · Payroll Expe...	-34.82	34.82
					2100 · Payroll Liabili...	34.82	-34.82
					2100 · Payroll Liabili...	34.82	-34.82
					6560 · Payroll Expe...	-8.15	8.15
					2100 · Payroll Liabili...	8.15	-8.15
					2100 · Payroll Liabili...	8.15	-8.15
TOTAL						-518.08	518.08
Check	9058	05/29/2019	Devin Oil Co. Inc		1001 · Bank of E/O ...		-2,602.95
					6727-1 · Marina Gas	-2,602.95	2,602.95
TOTAL						-2,602.95	2,602.95

PORT OF ARLINGTON

05/30/19

Deposit Detail
May 2019

Type	Num	Date	Name	Account	Amount
Deposit		05/01/2019		1001 · Bank of E/O ...	11,600.00
			Valley Industrial Ser...	5033 · Flex Bldg Lea...	-4,000.00
			Insitu Inc.	5031 · Building Leas...	-7,600.00
TOTAL					-11,600.00
Deposit		05/03/2019		1001 · Bank of E/O ...	557.37
			Heartland Payment ...	4213-2 · Gasoline S...	-132.34
			Heartland Payment ...	6115-1 · Credit Card...	2.38
			Heartland Payment ...	4211-3 · RV Park D...	-60.00
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	7.59
TOTAL					-557.37
Deposit		05/03/2019		1001 · Bank of E/O ...	794.00
			Cash Sales	4210 · Marina Reve...	-50.00
			Cash Sales	4210 · Marina Reve...	-744.00
TOTAL					-794.00
Deposit		05/06/2019		1001 · Bank of E/O ...	793.87
			Heartland Payment ...	4213-2 · Gasoline S...	-27.58
			Heartland Payment ...	6115-1 · Credit Card...	0.79
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	12.92
TOTAL					-793.87
Deposit		05/10/2019		1001 · Bank of E/O ...	128.71
			Heartland Payment ...	4213-2 · Gasoline S...	-132.11
			Heartland Payment ...	6115-1 · Credit Card...	3.40
TOTAL					-128.71

\$ 35,189.78

PORT OF ARLINGTON
Deposit Detail
May 2019

Type	Num	Date	Name	Account	Amount
Deposit		05/10/2019		1001 · Bank of E/O ...	4,770.21
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
Payment	013430	05/10/2019	W.I. Construction, Inc.	1499 · Undeposited ...	-4,356.21
TOTAL					-4,770.21
Deposit		05/13/2019		1001 · Bank of E/O ...	266.85
			Heartland Payment ...	4213-2 · Gasoline S...	-166.71
			Heartland Payment ...	6115-1 · Credit Card...	4.23
			Heartland Payment ...	4211-4 · RV Park Dr...	-18.00
			Heartland Payment ...	6115-1 · Credit Card...	0.57
			Heartland Payment ...	4211-3 · RV Park D...	-60.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	3.06
TOTAL					-266.85
Deposit		05/15/2019		1001 · Bank of E/O ...	1,932.96
			White Lightning Elec...	5032 · Building Leas...	-1,700.00
			Gilliam County Asse...	4011 · Taxes-Prior	-11.50
			Cash Sales	4210 · Marina Reve...	-120.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Gilliam County Asse...	4010 · Taxes-Current	-41.46
TOTAL					-1,932.96
Deposit		05/16/2019		1001 · Bank of E/O ...	159.16
			Heartland Payment ...	4213-2 · Gasoline S...	-103.64
			Heartland Payment ...	6115-1 · Credit Card...	2.78
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	1.70
TOTAL					-159.16

PORT OF ARLINGTON
Deposit Detail
May 2019

Type	Num	Date	Name	Account	Amount
Deposit		05/28/2019		1001 · Bank of E/O ...	401.95
			Heartland Payment ...	4213-2 · Gasoline S...	-162.88
			Heartland Payment ...	6115-1 · Credit Card...	4.22
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	1.03
			Heartland Payment ...	4210 · Marina Reve...	-50.00
			Heartland Payment ...	6115-1 · Credit Card...	1.04
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	0.81
			Heartland Payment ...	4213-2 · Gasoline S...	-140.01
			Heartland Payment ...	6115-1 · Credit Card...	3.84
TOTAL					-401.95
Deposit		05/28/2019		1001 · Bank of E/O ...	833.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
Payment	1293	05/28/2019	Paul Kramar	1499 · Undeposited ...	-210.00
Payment	4564	05/28/2019	Jerry Hanan	1499 · Undeposited ...	-200.00
TOTAL					-833.00
Deposit		05/28/2019		1001 · Bank of E/O ...	966.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
			Cash Sales	4211-4 · RV Park Dr...	-18.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-60.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-3 · RV Park D...	-30.00
TOTAL					-966.00

PORT OF ARLINGTON
Deposit Detail
May 2019

Type	Num	Date	Name	Account	Amount
Deposit		05/30/2019		1001 · Bank of E/O ...	11,600.00
			Valley Industrial Ser...	5033 · Flex Bldg Lea...	-4,000.00
			Insitu Inc.	5031 · Building Leas...	-7,600.00
TOTAL					-11,600.00
Deposit		05/30/2019		1001 · Bank of E/O ...	385.70
			Heartland Payment ...	4213-2 · Gasoline S...	-391.01
			Heartland Payment ...	6115-1 · Credit Card...	5.31
TOTAL					-385.70
Paycheck	DD1138	05/31/2019	Margheim, Kelly L	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expe...	2,849.00
				6560 · Payroll Expe...	82.50
				6560 · Payroll Expe...	176.00
				6560 · Payroll Expe...	880.00
				6560 · Payroll Expe...	143.00
				6560 · Payroll Expe...	1,414.94
				2100 · Payroll Liabili...	-1,414.94
				6560 · Payroll Expe...	115.54
				2100 · Payroll Liabili...	-115.54
				6560 · Payroll Expe...	495.66
				2100 · Payroll Liabili...	-495.66
				6560 · Payroll Expe...	3.11
				2100 · Payroll Liabili...	-3.11
				2100 · Payroll Liabili...	-4.13
				2100 · Payroll Liabili...	-219.00
				6560 · Payroll Expe...	256.09
				2100 · Payroll Liabili...	-256.09
				2100 · Payroll Liabili...	-256.09
				6560 · Payroll Expe...	59.90
				2100 · Payroll Liabili...	-59.90
				2100 · Payroll Liabili...	-59.90
				2100 · Payroll Liabili...	-242.00
				2111 · Direct Deposi...	-300.00
				2111 · Direct Deposi...	-3,049.38
TOTAL					0.00

PORT OF ARLINGTON
Deposit Detail
May 2019

Type	Num	Date	Name	Account	Amount
Paycheck	DD1139	05/31/2019	Mitchell, Peter D	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expe...	6,549.32
				6560 · Payroll Expe...	709.31
				6560 · Payroll Expe...	871.04
				2100 · Payroll Liabili...	-871.04
				6560 · Payroll Expe...	1,414.94
				2100 · Payroll Liabili...	-1,414.94
				6560 · Payroll Expe...	115.54
				2100 · Payroll Liabili...	-115.54
				6560 · Payroll Expe...	3.32
				2100 · Payroll Liabili...	-3.32
				2100 · Payroll Liabili...	-7.26
				2100 · Payroll Liabili...	-595.00
				6560 · Payroll Expe...	450.04
				2100 · Payroll Liabili...	-450.04
				2100 · Payroll Liabili...	-450.04
				6560 · Payroll Expe...	105.25
				2100 · Payroll Liabili...	-105.25
				2100 · Payroll Liabili...	-105.25
				2100 · Payroll Liabili...	-475.00
				2111 · Direct Deposi...	-5,626.08
TOTAL					0.00

Port of Arlington Job Posting
Youth Summer Maintenance Helper

The Port of Arlington, located at 100 Port Island Road, Arlington, Oregon seeks a Youth Summer Maintenance Assistant. Experience is helpful but not necessary. A pleasant attitude and good work ethic is preferred. Job duties include, but are not limited to: Cleaning the public restrooms, lawn mowing, weed eating, weed pulling, painting, site cleanup, and customer service for RV and Marina clientele. Applicant must be 16 years old and willing to operate a lawn mower, weed eater, and lift objects up to 50 pounds.

The job is expected to begin the first part of June 2019 and last through the middle of August 2019. The part-time position will entail approximately 10-15 hours per week. Some weekends may be required. The pay rate is \$10.50/hr. A drug screening urine analysis (U.A.) is required prior to hiring. If you are under the age of 18, your parent or guardian must be present for the U.A.

Application and Resume deadline is Monday, May 13, 2019 by 5 p.m. Job interviews will be conducted the week of May 20st and an applicant selected that week.

If you wish to apply, please prepare a resume, cover letter, and request an employment application from Kelly Margheim at Kelly.margheim@portofarlington.com or visit the Port's website in the "About" tab "Public Notice" at Portofarlington.com

Please feel free to contact us at 541-454-2868 if you have questions about the position.

Posted at Arlington and Condon High Schools, Bank of Eastern Oregon, US Post Office, City Hall, Port Office

Port of Arlington Job Posting

Permanent Part-Time Maintenance Foreman

The Port of Arlington is looking for a permanent part-time Maintenance Foreman person to maintain the Port of Arlington RV Park, marina, restrooms, and ancillary facilities and grounds in a clean, neat and sanitary condition. Job will require performance of day to day functions and operations. Basic duties include daily cleaning of public restrooms, picking up litter, weeding, watering, mowing, assisting marina customers with fueling and docking, cleaning and maintaining docks and decking, general equipment maintenance, and other duties as assigned.

The permanent part-time position will entail approximately 12 hours per week. Some weekends will be required. Must be able to work with minimal supervision and maintain a flexible work schedule to accommodate peak season demand, special events, and weather conditions. Pay is commensurate with experience.

The position is available June 1, 2016. Applications must be submitted by Tuesday, May 17, 2016, 5 pm. Please contact the Port of Arlington at 100 Port Island Road, Arlington between 8 am and 5 pm Monday through Friday or by phone 541-454-2868 or email portofarlington@gorge.net for a job application and complete job description. A drug screening urine analysis (U.A.) is required prior to hiring. The Port of Arlington is an equal opportunity employer.

Publish April 21st and April 28th

Port Manager/ Economic Development Report June 11, 2019

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, Island Park and Willow Creek industrial parks.

Administration

Scott Winters the Port's part time maintenance Forman tendered his resignation effective June 15, 2019. Scott is currently employed full time with the City of Arlington. We wish Scott all the best, he has been an outstanding employee.

Industrial Park

Port staff is currently working with several industrial prospects seeking industrial processing and storage facilities. One prospect, Project Palm Tree was attracted to Shuttler Station and the Grain Lab. The company needed the lab for quality control of product but also a 10,000 square foot building for storage and processing. Commissioner Wilkins is taking the lead on assisting the client.

Island Park and Marina

The River clean up day, organized by Riley Bennett, went extremely well, a solid turn out picked up debris along the river banks and also from a boat.

Fishing derby held on June 1 was extremely successful this year thanks again to the organizing efforts of the Arlington Chamber and spearheaded by Riley Bennett. Last year 43 contestants vied for the big catch, this had 94 contestants. Making this year's event one of the Chamber's largest fishing derby contest in recent memory.

Oregon State Police was on hand to inspect boats during the derby too, highlighting boating safety. Four out of six inspection were not operating safely for various reason from lack of life vest in the boat for all occupants, lack of invasive species tags, and expired registration tags. All boaters are reminded to wear life vest while boating and to boat responsibly.

Railroad Avenue

The Port’s railroad avenue Depot project now has the FEMA base elevation so design and final permitting can now advance forward.

FEMA is finally provided engineering with the base flood plain elevation for the Port’s Railroad Avenue property. The Depot project should proceed more rapidly now that the building height can be established. While it seems like China Creek would never flow hard enough to spill over its banks, there is a 50 square mile watershed that drains into the Creek. A large snow pack followed by a heavy rain can cause extremely heavy flows. Getting the base flood elevation from FEMA established for the property is a huge accomplishment. Thank you Pillar Consulting (Jeff Schott).

Port staff met with Pacific Power and LS Networks at the Railroad property to determine the re-location spot of the power poles. Pacific Power will be providing a cost estimate for relocating the Pole. The Port is working with PPL and LSN to move the power pole to the corner of the lot so LSN’s added guy wire will not impede further onto the Port’s property.

Up Coming Dates:

- June 1 – Fishing Derby, Earl Snell Park, 8 a.m.
- June 5 – Arlington City Council, 6:30 p.m.
- June 11 – Port of Arlington, Board of Commissioners meeting, Arlington, 5 p.m.
- June 13 – Condon Chamber of Commerce, Anderson Building, Condon, 8:30 a.m.
Arlington TV Coop, 6 p.m.
- June 18 – Marine Board facilities grant evaluations due
- June 20 – Revitalization meeting, Condon, 10 a.m.
Pioneer CDC, 2 p.m.

May 30, 2019



District Election Official
Gilliam County, State of Oregon

Dear District Election Official:

According to ORS 255.295 the district election authority shall determine from the abstract of votes the result of the election, and notify the county clerk in writing. If you don't have any questions regarding the abstract, please sign and the certificate below and return it to me.

Sincerely,

Ellen Wagenaar
Ellen Wagenaar
Gilliam County Clerk

Ellen Wagenaar
Gilliam County Clerk
PO Box 427
Condon, Or 97823

Acceptance of Election Results

Dear Ellen:

I, as district election authority, certify that the abstract for the Special Election held on May 21, 2019, has been confirmed and to the best of my knowledge, the individuals receiving the majority of votes meet all requirements to hold the office as directors of this board. If a candidate did not meet requirements, I have lined through their name and wrote my initials. For eligible candidates please issue certificate of elections and direct them to me.

Sincerely,

Arlington Port District

Signature of Election Official

Name of District

~~Gary Bettencourt - Write In -~~
~~Candidate Declined - Position Declared~~
District 3 East Condon - 4 Year Term

Dewey Kennedy
District 4 West Condon - 4 Year Term



Volunteer Resolution

Resolution No.:

2019-142

A RESOLUTION EXTENDING WORKERS' COMPENSATION
COVERAGE TO VOLUNTEERS OF:

The Port of Arlington

WHEREAS, the above district elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers as indicated below (checked "Applicable") and listed on the attached Volunteer Election Form(s).

Board Members Applicable ☒ Not Applicable ☐

Public Officials on unpaid boards will be covered only for administrative and clerical functions while performing their authorized duties as elected officials.

Public Safety Volunteers Applicable ☐ Not Applicable ☒

Public Safety Volunteers are covered at the assumed monthly wage indicated on the attached Volunteer Election Form(s).

Other Volunteers Applicable ☐ Not Applicable ☒

Non-public safety volunteers and board members volunteering for duties other than administration and clerical functions will use the attached Volunteer Election Form(s) to keep track of their hours and have their assumed payroll reported in the correct Class Code for all their types of work using Oregon minimum wage.

A roster of active board members and volunteers will be kept monthly for reporting purposes and submitted to SDAO quarterly or more frequently upon request.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of

The Port of Arlington to provide workers' compensation coverage as indicated above.

ADOPTED by the Board of Directors of The Port of Arlington

on June 11, 2019
(date)

Name and Title of Authorized Representative

ATTEST BY: Kelly Margheim DATE: 6-11-19

Print Name and Title: Kelly Margheim, Admin. Asst.

MEMORANDUM

DATE: March 19, 2019
TO: Independent Insurance Agents
FROM: Underwriting Department
SUBJECT: 2019-2020 Workers' Compensation Renewal Update

We are excited to report that the SDIS Workers' Compensation Program currently has 553 district participants and is now the largest self-insured workers' compensation group in Oregon! Your support has allowed us to achieve this success and provide the best service possible to our members. Please take a moment to review this memo for information about the 2019-2020 workers' compensation renewal. If you need to contact us, please send an email to underwriting@sdao.com.

Our program is strong because of the members we serve and their commitment to a safe and healthy workplace. Along with their commitment, our program is truly unparalleled in the service, value and protection we provide. We take coverage to the next level with our Safety-Net Benefits. These are additional benefits provided to all participating member districts. These coverages include:

- First Fill Coverage
- Family Support Coverage – Surgery and Catastrophic Injury
- Criminal Defense Cost Coverage: *Enhanced!* Previously \$50,000 **now \$250,000**
- OSHA Defense Cost Coverage: *Enhanced!* Previously \$5,000 **now \$10,000**
- HIPAA Defense Cost Coverage: *Enhanced!* Previously \$5,000 **now \$10,000**

For more information about Safety-Net Benefits, please visit www.sdao.com/S4/Programs/insurance.aspx

Please note: On the district's invoice, you will see a charge for these benefits as a separate line item. In order to continue providing these valuable coverages, we have included a 5% premium charge. If you are enrolled in the SDIS Property/Casualty Program, you will also see a line item reflecting the premium discount for having multi-line coverages.

Enclosed Materials

1. Renewal Update Form

- Please update and submit budgeted *2019-2020 Estimated Payrolls*, a limit for *Employers Liability Coverage*, and the *Number of Employees and Volunteers*. Pricing is based solely on expiring payroll figures. You may use the new estimated payroll amounts to estimate next year's pricing given the pricing information included.

NOTE: Pricing will change if a district partakes in the Medical Expense Reimbursement Program (MERP). If a district is submitting reimbursement monies, you will need to

ADMINISTERED BY SPECIAL DISTRICTS ASSOCIATION OF OREGON

UNDERWRITING: PO Box 12613 | Salem, Oregon 97309-0613 | PHONE: 503-371-8867 | TOLL-FREE: 1-800-285-5461 | FAX: 503-371-4781 | EMAIL: underwriting@sdao.com

www.sdao.com