



Thursday, December 8, 2022, at 5:00 pm
Location: Port of Arlington, 100 Port Island Rd

Join Zoom Meeting

<https://us02web.zoom.us/j/9537854875>

Meeting ID: 953 785 4875

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Regular Commission Meeting Agenda

Thursday, December 8, 2022

- 1. Call Meeting to Order**
- 2. Public Comment on Non-Agenda Items**
- 3. Consent Agenda:**
 - 3.1 Approve Regular Meeting Minutes for November 10, 2022
 - 3.2 Approve November 2022 Accounts Payable and Financials
- 4. Director Report**
 - 4.1 Strategic Business Plan
 - 4.2 Arlington Mesa
 - 4.3 Condon Grade School
 - 4.4 EV Charging Station Application
 - 4.5 Insurance Options
 - 4.6 Events & Promotion
 - 4.7 Enterprise Zone Designation
- 5. President Report**
- 6. Commissioner Reports**
- 7. Executive Session (*Placeholder*) ORS 192.660(2)(e) – To conduct deliberations with persons designated by governing body to negotiate real property transactions.**
- 8. Decision or deliberations on Real Estate Transactions (*Placeholder*).**
- 9. Next Board Meeting –**

Thursday, January 12, 2023 at 5 pm in Arlington
- 10. Adjourn Meeting**

**Regular Commission Meeting
MINUTES
Thursday, November 10, 2022
5:00PM
Port Office, 100 Island Park Rd., Arlington, OR**

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

Present: President Leah Shannon; Commissioners: Gibb Wilkins, Kip Krebs, Kathryn Greiner; Executive Director Jed Crowther.

Absent: Vice President Ron Wilson

Audience: Pat Shannon, Robert and Cathy Weatherford, Gary Wagner

2. Public Comment: Gary Wagner gave appreciation for the Port RV Park.

3. Consent Agenda:

3.1 Approve Regular Meeting Minutes for October 13, 2022.

3.2 Approve October 2022 Accounts Payable and Financials

Typo correction noted of \$3,500 estimated cost Phase 1 environmental study (rather than \$35,000). Noted that County taxes were paid by the Port, and that tenants will be invoiced for their portions.

Motion: Greiner moved, and Wilkins Seconded the approval of the Regular Meeting Minutes for October 13, 2022, and October 2022 Accounts Payable and Financials. Motions Carried.

4. Directors Report

4.1 Strategic Business Plan

Crowther shared RFPs that had been sent to seven potential firms, for return submittals by Nov 30.

4.2 Arlington Mesa

Awaiting L.O.I. for Port property and coordination with the City of Arlington. Recent input for airport improvements by Robert and Cathy Weatherford: Rich history, heritage, and reputation; started in 1927, renowned in 1940s and 50s. Historical runway 300 feet wide. Original "Arrows of the West" flew beacon-to-beacon. US government leased in 1937, used as backup for Pendleton in 1943. Improvements: Pilots lounge, restrooms, hangars, courtesy car, maintain grass runway, seek paving.

4.3 Condon Grade School

Pathway for State Grants (by Environmental Sentry Corp as a non-profit). First step, perform Phase 1 Environmental Study estimated \$3,500 (due diligence prior to property transfer from City of Condon). Port to apply to Gilliam County Grant for abatement/remediation (estimated at \$500,000) and revitalization/redevelopment (estimated at \$250,000). Request flexibility to amend Gilliam County grant to eventual ownership by Environmental Sentry. Goal to convey deed about February 2023 and to concurrently utilize state grant reimbursement upon eligibility.

Motion: Commissioner Wilkins moved to authorize Jed to apply to Gilliam County for Condon Grade School remediation and redevelopment in the amount of \$750,000 with 35% match by the Port.

4.4 Leases – In Executive Session.

4.5 Holiday Gifts

Commissioner Greiner moved to approve holiday gifts of turkeys/hams for staff and bonuses of \$200 each to Kayla and James in appreciation for their diligent work. Commissioner Wilkins seconded. Motion carried.

5 President Report – Nothing further.

6 Commissioner Reports

Commissioner Krebs proposed collaborative airport improvements; including runway maintenance, grazing and weed control, eco-blocks for tie-down hangars, and mutual use of restroom facilities. Pat Shannon agreed, and said to also not lose focus of airport paving options.

Board gave consensus for Commissioner Krebs to present airport improvement plans to City of Arlington City Council at their December 7th meeting.

7 Executive Session ORS 192.660(2)(e).

President Shannon opened Executive Session at 6:35 pm and adjourned at 7:05 pm.

President Shannon re-opened Regular Meeting at 7:05 pm.

Upcoming Meetings:

Tuesday, November 22, 2022 – 4 pm at Gronquist. Joint Work Session with Gilliam County and others.
Thursday, December 8, 2022 – 5 pm in Arlington. Regular Monthly Port Board Meeting.

President Shannon adjourned the Regular Port Commission Meeting at 7:07 pm.

**Environmental Sentry Corp
MINUTES
Thursday, November 10, 2022
7:08 PM
Port Office, 100 Island Park Rd., Arlington, OR**

President Gibb Wilkins opened the meeting at 7:08 pm.

Motion: Commissioner Krebs moved to approve Phase 1 Environmental Review to be performed by Maul, Foster and Alongi for the Condon Grade School in coordination with the Port of Arlington. Commissioner Shannon seconded. Motion passed.

Meeting adjourned at 7:09 pm

President Leah Shannon

Vice President Ron Wilson

PORT OF ARLINGTON
Check Detail
November 2022

Trans #	Type	Date	Source Name	Account	Original Amount
13239	Liability Check	11/29/2022	QuickBooks Payrol...	1001 · Bank of E/O ...	-12,201.84
			QuickBooks Payroll ...	2111 · Direct Deposi...	12,201.84
TOTAL					12,201.84
13247	Liability Check	11/28/2022	United States Trea...	1001 · Bank of E/O ...	-61.20
			United States Treas...	2100 · Payroll Liabili...	24.80
			United States Treas...	2100 · Payroll Liabili...	24.80
			United States Treas...	2100 · Payroll Liabili...	5.80
			United States Treas...	2100 · Payroll Liabili...	5.80
TOTAL					61.20
13241	Liability Check	11/30/2022	Oregon Departmen...	1001 · Bank of E/O ...	-1,054.00
			Oregon Department ...	2100 · Payroll Liabili...	1,054.00
TOTAL					1,054.00
13242	Liability Check	11/30/2022	United States Trea...	1001 · Bank of E/O ...	-3,413.52
			United States Treas...	2100 · Payroll Liabili...	1,090.00
			United States Treas...	2100 · Payroll Liabili...	941.56
			United States Treas...	2100 · Payroll Liabili...	941.56
			United States Treas...	2100 · Payroll Liabili...	220.20
			United States Treas...	2100 · Payroll Liabili...	220.20
TOTAL					3,413.52
13246	Liability Check	11/30/2022	Oregon Departmen...	1001 · Bank of E/O ...	-18.00
			Oregon Department ...	2100 · Payroll Liabili...	18.00
TOTAL					18.00
13228	Liability Check	11/04/2022	Oregon Departmen...	1001 · Bank of E/O ...	-48.83
			Oregon Department ...	2100 · Payroll Liabili...	48.83
TOTAL					48.83
13237	Paycheck	11/30/2022	Crowther, Jed N	1001 · Bank of E/O ...	0.00
			Crowther, Jed N	6560 · Payroll Expe...	6,566.61
			Crowther, Jed N	6560 · Payroll Expe...	172.24
			Crowther, Jed N	6560 · Payroll Expe...	344.48
			Crowther, Jed N	6560 · Payroll Expe...	500.00
			Crowther, Jed N	6560 · Payroll Expe...	910.00
			Crowther, Jed N	2100 · Payroll Liabili...	-910.00
			Crowther, Jed N	6560 · Payroll Expe...	2,162.97
			Crowther, Jed N	2100 · Payroll Liabili...	-2,162.97
			Crowther, Jed N	6560 · Payroll Expe...	188.33
			Crowther, Jed N	2100 · Payroll Liabili...	-188.33
			Crowther, Jed N	6560 · Payroll Expe...	4.98
			Crowther, Jed N	2100 · Payroll Liabili...	-4.98
			Crowther, Jed N	2100 · Payroll Liabili...	-7.58
			Crowther, Jed N	2100 · Payroll Liabili...	-617.00
			Crowther, Jed N	6560 · Payroll Expe...	470.16
			Crowther, Jed N	2100 · Payroll Liabili...	-470.16
			Crowther, Jed N	2100 · Payroll Liabili...	-470.16
			Crowther, Jed N	6560 · Payroll Expe...	109.96

PORT OF ARLINGTON
Check Detail
November 2022

Trans #	Type	Date	Source Name	Account	Original Amount
			Crowther, Jed N	2100 · Payroll Liabili...	-109.96
			Crowther, Jed N	2100 · Payroll Liabili...	-109.96
			Crowther, Jed N	2100 · Payroll Liabili...	-531.00
			Crowther, Jed N	2111 · Direct Deposi...	-5,847.63
TOTAL					0.00
13238	Paycheck	11/30/2022	Metzker, James L	1001 · Bank of E/O ...	0.00
			Metzker, James L	6560 · Payroll Expe...	3,175.20
			Metzker, James L	6560 · Payroll Expe...	518.40
			Metzker, James L	6560 · Payroll Expe...	108.00
			Metzker, James L	6560 · Payroll Expe...	456.19
			Metzker, James L	2100 · Payroll Liabili...	-456.19
			Metzker, James L	6560 · Payroll Expe...	1,081.48
			Metzker, James L	2100 · Payroll Liabili...	-1,081.48
			Metzker, James L	6560 · Payroll Expe...	75.56
			Metzker, James L	2100 · Payroll Liabili...	-75.56
			Metzker, James L	6560 · Payroll Expe...	4.79
			Metzker, James L	2100 · Payroll Liabili...	-4.79
			Metzker, James L	2100 · Payroll Liabili...	-3.80
			Metzker, James L	2100 · Payroll Liabili...	-309.00
			Metzker, James L	6560 · Payroll Expe...	235.70
			Metzker, James L	2100 · Payroll Liabili...	-235.70
			Metzker, James L	2100 · Payroll Liabili...	-235.70
			Metzker, James L	6560 · Payroll Expe...	55.12
			Metzker, James L	2100 · Payroll Liabili...	-55.12
			Metzker, James L	2100 · Payroll Liabili...	-55.12
			Metzker, James L	2100 · Payroll Liabili...	-266.00
			Metzker, James L	2111 · Direct Deposi...	-2,931.98
TOTAL					0.00
13236	Paycheck	11/30/2022	Rayburn, Kayla R	1001 · Bank of E/O ...	0.00
			Rayburn, Kayla R	6560 · Payroll Expe...	2,462.40
			Rayburn, Kayla R	6560 · Payroll Expe...	518.40
			Rayburn, Kayla R	6560 · Payroll Expe...	691.20
			Rayburn, Kayla R	6560 · Payroll Expe...	129.60
			Rayburn, Kayla R	6560 · Payroll Expe...	456.19
			Rayburn, Kayla R	2100 · Payroll Liabili...	-456.19
			Rayburn, Kayla R	6560 · Payroll Expe...	3,082.23
			Rayburn, Kayla R	2100 · Payroll Liabili...	-3,082.23
			Rayburn, Kayla R	6560 · Payroll Expe...	138.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-138.12
			Rayburn, Kayla R	6560 · Payroll Expe...	336.25
			Rayburn, Kayla R	6560 · Payroll Expe...	3.86
			Rayburn, Kayla R	2100 · Payroll Liabili...	-3.86
			Rayburn, Kayla R	2100 · Payroll Liabili...	-3.80
			Rayburn, Kayla R	2100 · Payroll Liabili...	-164.00
			Rayburn, Kayla R	6560 · Payroll Expe...	235.70
			Rayburn, Kayla R	2100 · Payroll Liabili...	-235.70
			Rayburn, Kayla R	2100 · Payroll Liabili...	-235.70
			Rayburn, Kayla R	6560 · Payroll Expe...	55.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-55.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-55.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-257.00
			Rayburn, Kayla R	2111 · Direct Deposi...	-3,422.23
TOTAL					0.00
13227	Check	11/04/2022	Gilliam County Tax...	1001 · Bank of E/O ...	-1,012.00
			Gilliam County Tax ...	8441 · Loan - Principal	809.60
			Gilliam County Tax ...	8442 · Loan - Interest	202.40

PORT OF ARLINGTON
Check Detail
November 2022

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Source Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					1,012.00
13229	Bill Pmt -Check	11/04/2022	Arlington T.V. Coop	1001 · Bank of E/O ...	-306.50
13226	Bill	11/04/2022	Arlington T.V. Coop	8527 · Telephone an...	64.00
			Arlington T.V. Coop	6117 · Telephone an...	112.50
			Arlington T.V. Coop	6324 · WIFI - RV	130.00
TOTAL					306.50
13230	Bill Pmt -Check	11/04/2022	Gilliam County Tax...	1001 · Bank of E/O ...	-22,575.26
13223	Bill	11/04/2022	Gilliam County Tax ...	8430-4 · Property Ta...	1,766.97
			Gilliam County Tax ...	8430-4 · Property Ta...	8,995.94
			Gilliam County Tax ...	8430-4 · Property Ta...	5,809.17
			Gilliam County Tax ...	8430-4 · Property Ta...	6,003.18
TOTAL					22,575.26
13231	Bill Pmt -Check	11/04/2022	H2Oregon	1001 · Bank of E/O ...	-82.01
13225	Bill	11/04/2022	H2Oregon	6122 · Meetings and...	6.95
			H2Oregon	6122 · Meetings and...	12.00
			H2Oregon	6122 · Meetings and...	6.95
			H2Oregon	6122 · Meetings and...	12.00
			H2Oregon	6122 · Meetings and...	6.95
			H2Oregon	6122 · Meetings and...	12.00
			H2Oregon	6122 · Meetings and...	11.95
			H2Oregon	6122 · Meetings and...	12.00
			H2Oregon	6122 · Meetings and...	1.21
TOTAL					82.01
13232	Bill Pmt -Check	11/04/2022	SDIS	1001 · Bank of E/O ...	-7,658.59
13222	Bill	11/04/2022	SDIS	6015 · Employee Be...	3,249.60
			SDIS	6015 · Employee Be...	1,159.39
			SDIS	6015 · Employee Be...	3,249.60
TOTAL					7,658.59
13233	Bill Pmt -Check	11/04/2022	VanKoten & Cleave...	1001 · Bank of E/O ...	-140.00
13224	Bill	11/04/2022	VanKoten & Cleavel...	6113 · Legal Fees	140.00
TOTAL					140.00
13234	Bill Pmt -Check	11/04/2022	Vanport	1001 · Bank of E/O ...	-743.23
13218	Bill	10/31/2022	Vanport	85230 · Building Mai...	743.23
TOTAL					743.23
13256	Bill Pmt -Check	11/29/2022	Bank of Eastern Or...	1001 · Bank of E/O ...	-746.89
13255	Bill	11/29/2022	Bank of Eastern Ore...	6012 · Training	408.17
			Bank of Eastern Ore...	8522 · Office Suppli...	98.86
			Bank of Eastern Ore...	6560 · Payroll Expe...	6.00
			Bank of Eastern Ore...	6115 · Dues, Subscr...	164.89
			Bank of Eastern Ore...	6627 · Park Mainten...	68.97
TOTAL					746.89

PORT OF ARLINGTON
Check Detail
November 2022

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Source Name</u>	<u>Account</u>	<u>Original Amount</u>
13257	Bill Pmt -Check	11/29/2022	City of Arlington-Ut...	1001 · Bank of E/O ...	-1,370.72
13251	Bill	11/29/2022	City of Arlington-Utli...	6320 · Materials & S...	427.77
			City of Arlington-Utli...	6329 · Sewer	481.32
			City of Arlington-Utli...	6322 · Sanitation - RV	120.00
			City of Arlington-Utli...	8521 · Utilities	229.63
			City of Arlington-Utli...	6111 · Utilities	104.00
			City of Arlington-Utli...	6622 · Sanitation	127.00
TOTAL					1,489.72
13258	Bill Pmt -Check	11/29/2022	Gordon's Electric	1001 · Bank of E/O ...	-199.00
13249	Bill	11/29/2022	Gordon's Electric	85230 · Building Mai...	199.00
TOTAL					199.00
13259	Bill Pmt -Check	11/29/2022	Hughes Network S...	1001 · Bank of E/O ...	-94.98
13250	Bill	11/29/2022	Hughes Network Sy...	6117 · Telephone an...	94.98
TOTAL					94.98
13260	Bill Pmt -Check	11/29/2022	Loop Net	1001 · Bank of E/O ...	-79.00
13252	Bill	11/29/2022	Loop Net	8426 · Advertising &...	79.00
TOTAL					79.00
13261	Bill Pmt -Check	11/29/2022	Oregon Governme...	1001 · Bank of E/O ...	-439.06
13254	Bill	11/29/2022	Oregon Government...	GENERAL FUND E...	439.06
TOTAL					439.06
13262	Bill Pmt -Check	11/29/2022	Arlington Hardware	1001 · Bank of E/O ...	-267.32
13253	Bill	11/29/2022	Arlington Hardware	8522 · Office Suppli...	124.91
			Arlington Hardware	6627 · Park Mainten...	123.14
			Arlington Hardware	6623 · Comfort Stati...	19.27
TOTAL					267.32
13240	Liability Check	11/30/2022	Fidelity Brokerage ...	1001 · Bank of E/O ...	-1,822.38
			Fidelity Brokerage S...	2100 · Payroll Liabili...	1,822.38
TOTAL					1,822.38
13264	Bill Pmt -Check	11/15/2022	City of Arlington	1001 · Bank of E/O ...	-659.10
13263	Bill	11/15/2022	City of Arlington	6115 · Dues, Subscr...	659.10
TOTAL					659.10

PORT OF ARLINGTON
Profit & Loss Budget Performance

November 2022

	Nov 22	Budget	Jul - Nov 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
5200 - Gronquist Resources	0.00	0.00	0.00	35,375.00	35,375.00
5217 - Grant County	0.00	0.00	0.00	100.00	100.00
5216 - Donations / Gifts	0.00	0.00	0.00	1,000.00	1,000.00
5215 - Unanticipated Grant	0.00	0.00	0.00	10,000.00	10,000.00
5214 - Tax Reserve Triple Net	0.00	0.00	4,100.00	9,000.00	9,000.00
5213 - Office Space #4	0.00	0.00	0.00	7,000.00	7,000.00
5212 - Office Space Lease #3	0.00	0.00	0.00	12,300.00	12,300.00
5211 - Office Space Lease #2	0.00	0.00	0.00	20,000.00	20,000.00
5210 - Office Space Lease #1	0.00	0.00	0.00	1,500.00	1,500.00
5207 - Cleaning Fee Deposit	0.00	0.00	0.00	0.00	0.00
5206 - Kitchen Rental	0.00	0.00	0.00	0.00	0.00
5205 - China Creek Room Rental	0.00	0.00	0.00	0.00	0.00
5204 - Columbia Room Rental	100.00	0.00	540.00	3,500.00	3,500.00
5203 - Shiloh Room Rental	2,250.00	0.00	11,250.00	25,000.00	25,000.00
5202 - Transfer In From General Fund	0.00	0.00	0.00	0.00	0.00
Total 5200 - Gronquist Resources	2,350.00	0.00	15,890.00	124,775.00	124,775.00
GENERAL FUND RESOURCES					
4000 - Carryover Balance	0.00	0.00	0.00	0.00	0.00
4010 - Taxes-Current	0.00	0.00	0.00	0.00	0.00
4011 - Taxes-Prior	0.00	0.00	1,626.46	3,500.00	3,500.00
4020 - Interest - NOW Checking	0.00	0.00	51.23	0.00	0.00
4021 - Interest - Best A/C	0.00	0.00	213.68	0.00	0.00
4022 - Interest - LGIP A/C	0.00	0.00	2,415.79	7,000.00	7,000.00
4030 - Land Rental	0.00	0.00	0.00	6,600.00	6,600.00
4050 - Grain Elevator Lease Pymt	0.00	0.00	118,459.81	118,460.00	118,460.00
4110 - Grants Income	0.00	0.00	0.00	0.00	0.00
4111 - OSME Grant	0.00	0.00	0.00	1,000.00	1,000.00
4112 - Clatsop Oregon Grant	0.00	0.00	15,375.00	1,000.00	1,000.00
4113 - Gilliam County Grant	0.00	0.00	0.00	1,000.00	1,000.00
4114 - Unanticipated Grant Funds	0.00	0.00	0.00	7,000.00	7,000.00
4120 - MAPS Grant	0.00	0.00	0.00	0.00	0.00
4110 - Grants Income - Other	0.00	0.00	0.00	0.00	0.00
Total 4110 - Grants Income	0.00	0.00	15,375.00	10,000.00	10,000.00
4210 - Marina Revenue	195.00	0.00	3,756.00	10,000.00	10,000.00
4211 - RV Park Revenues					
4211-6 - shower Donation	2.00		103.53		
4211-1 - RV Park Monthly Rent	2,100.00		20,175.00		
4211-2 - RV Park Weekly Rent	160.00		945.00		
4211-3 - RV Park Daily Rent	285.00		3,075.00		
4211-4 - RV Park Dry Camp	405.00		9,285.00		
4211-5 - Monthly TV	0.00		0.00		
4211 - RV Park Revenues - Other	0.00		266.22		
Total 4211 - RV Park Revenues	2,952.00	0.00	33,849.75	50,000.00	50,000.00
4213 - Marina Fuel Revenue	0.00	0.00	404.44	0.00	0.00
4213-2 - Gasoline Sales	0.00	0.00	0.00	0.00	0.00
4213-1 - Diesel Sales	0.00	0.00	5,385.22	15,000.00	15,000.00
4213 - Marina Fuel Revenue - Other	0.00	0.00	0.00	0.00	0.00
Total 4213 - Marina Fuel Revenue	0.00	0.00	5,789.66	15,000.00	15,000.00
4214 - Marina Power and Water Revenue	108.75	0.00	108.75	250.00	250.00
4340 - Willow Creek Rock Sales	0.00	0.00	0.00	0.00	0.00
4350 - Willow Creek Lease Revenue	0.00	0.00	0.00	11,200.00	11,200.00
4400 - Donations/Gifts	0.00	0.00	30.00	100.00	100.00
4500 - Miscellaneous Income	0.00	0.00	150.00	100.00	100.00
Total GENERAL FUND RESOURCES	3,255.75	0.00	181,826.13	232,210.00	232,210.00
5000 - ECONOMIC DEVELOP FUND RESOURCES					
5034 - Taxes Collected for Triple Net	0.00	0.00	1,850.00	9,500.00	9,500.00
5035 - Carryover (cash basis)	0.00	0.00	0.00	0.00	0.00
5030 - Land Rental Misa	0.00	0.00	1,000.00	1,000.00	1,000.00
5031 - Building Lease 11-002	0.00	0.00	162,636.78	100,000.00	100,000.00
5032 - Building Lease 11-004	0.00	0.00	7,500.00	16,000.00	16,000.00
5033 - Cox Bldg Lease	0.00	0.00	6,500.00	39,000.00	39,000.00
5113 - Grants - Gilliam County	0.00	0.00	0.00	1,000.00	1,000.00
5114 - Unanticipated Grant Funds	0.00	0.00	0.00	1,000.00	1,000.00
5130 - SIP Funds	0.00	0.00	0.00	25,000.00	25,000.00
5600 - Transfer from General Fund	0.00	0.00	0.00	400,000.00	400,000.00
Total 5000 - ECONOMIC DEVELOP FUND RESOURC...	0.00	0.00	176,688.78	594,500.00	594,500.00

PORT OF ARLINGTON
Profit & Loss Budget Performance

November 2022

	Nov 22	Budget	Jul - Nov 22	YTD Budget	Annual Budget
RESERVE FUND RESOURCES					
9000 - Reserve Fund Beginning Balance	0.00	0.00	0.00	0.00	0.00
9001 - Transfer from General Fund	0.00	0.00	0.00	11,846.00	11,846.00
9002 - Interest Earned Reserve Fund	0.00	0.00	185.10	400.00	400.00
Total RESERVE FUND RESOURCES	0.00	0.00	185.10	12,246.00	12,246.00
Total Income	5,605.75	0.00	376,590.01	963,731.00	963,731.00
Expense					
8600 - Gronquist Fund Expenses					
GRONQUIST CAPITOL OUTLAY					
8633 - Grant Match Gilliam County	0.00	0.00	7,200.00	0.00	0.00
8632 - Tenant Improvement/Building Imp	0.00	0.00	0.00	45,125.00	45,125.00
8631 - Land Improvement & Development	0.00	0.00	0.00	1,000.00	1,000.00
Total GRONQUIST CAPITOL OUTLAY	0.00	0.00	7,200.00	46,125.00	46,125.00
8630 - CONTINGENCY					
Materials and Services					
8539 - Misc	0.00	0.00	0.00	0.00	0.00
8538 - Cleaning Fee Reimbursed	0.00	0.00	0.00	1,500.00	1,500.00
8537 - Bad Dept Write Off	0.00	0.00	0.00	100.00	100.00
8536 - Property Taxes	0.00	0.00	0.00	5,000.00	5,000.00
8535 - Advertising	0.00	0.00	0.00	1,000.00	1,000.00
8534 - Donations	0.00	0.00	0.00	100.00	100.00
8533 - Miscellaneous	0.00	0.00	0.00	1,000.00	1,000.00
8532 - Pest Control / Fertilizer	0.00	0.00	0.00	300.00	300.00
8531 - Alarm Monitoring	0.00	0.00	324.00	800.00	800.00
8529 - Fire Suppression System Inspec	942.23	0.00	1,404.83	0.00	0.00
8528 - Supplies	0.00	0.00	0.00	3,800.00	3,800.00
8527 - Telephone and Internet	64.00	0.00	340.69	1,500.00	1,500.00
8526 - Audit, Budget, Legal Notices	0.00	0.00	320.00	800.00	800.00
8521 - Credit Card Fees	0.00	0.00	0.00	500.00	500.00
8525 - Dues / Subscriptions / Fees	0.00	0.00	40.00	1,000.00	1,000.00
8524 - Insurance - Treasurer Bond	0.00	0.00	0.00	3,000.00	3,000.00
8523 - Legal Fees	223.77	0.00	694.89	1,000.00	1,000.00
8522 - Office Supplies and Equipment	228.63	0.00	1,893.55	10,000.00	10,000.00
8521 - Utilities	1,459.63	0.00	5,017.96	32,400.00	32,400.00
Personnel Services					
8514 - Employee Benefits - Retirement	0.00	0.00	0.00	1,650.00	1,650.00
8513 - Employee Benefits Insurance	0.00	0.00	0.00	4,200.00	4,200.00
8512 - Workers Comp Insurance	0.00	0.00	0.00	350.00	350.00
8511 - Payroll Taxes	0.00	0.00	0.00	2,000.00	2,000.00
8510.3 - Maintenance	0.00	0.00	0.00	13,100.00	13,100.00
8510.2 - Event Coordinator	0.00	0.00	0.00	100.00	100.00
8510.1 - Administrative Assistant	0.00	0.00	0.00	0.00	0.00
8510 - Port Manager	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	0.00	0.00	0.00	21,600.00	21,600.00
8500 - Gronquist Fund Expenses - Other					
8500 - Gronquist Fund Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 8500 - Gronquist Fund Expenses	1,459.63	0.00	12,217.96	124,775.00	124,775.00
GENERAL FUND EXPENSES					
ADMINISTRATION EXPENSES					
6000 - Personal Services - AD					
6008 - Port Manager	0.00	0.00	47.28	45,500.00	45,500.00
6009 - Administrative Assistant	0.00	0.00	0.00	45,000.00	45,000.00
6011 - Payroll Taxes - Staff	0.00	0.00	104.31	14,000.00	14,000.00
6012 - Training	408.17	0.00	408.17	2,500.00	2,500.00
6013 - Workmans Compensation	0.00	0.00	0.00	1,100.00	1,100.00
6015 - Employee Benefits Insurance	7,658.99	0.00	39,726.67	53,600.00	53,600.00
6016 - Employee Benefits Retirement	0.00	0.00	0.00	11,500.00	11,500.00
6009 - Personal Services - AD - Other	0.00	0.00	8,772.35	0.00	0.00
Total 6000 - Personal Services - AD	8,068.76	0.00	49,058.98	173,200.00	173,200.00
6100 - Materials and Services - AD					
6110 - Internet Service	0.00	0.00	0.00	0.00	0.00
6111 - Utilities	104.00	0.00	1,458.75	4,000.00	4,000.00
6112 - Office Supplies and Equipment	0.00	0.00	2,047.65	6,112.00	6,112.00
6113 - Legal Fees	140.00	0.00	1,970.00	8,000.00	8,000.00
6114 - Insurance, Treasurer Bond	0.00	0.00	0.00	500.00	500.00
6115 - Dues, Subscriptions, Fees	0.00	0.00	0.00	0.00	0.00

PORT OF ARLINGTON
Profit & Loss Budget Performance
November 2022

	Nov 22	Budget	Jul - Nov 22	YTD Budget	Annual Budget
6115-1 - Credit Card Fees	0.00	0.00	743.83	3,800.00	3,800.00
6115 - Dues, Subscriptions, Fees - Other	823.99	0.00	2,206.75	7,000.00	7,000.00
Total 6115 - Dues, Subscriptions, Fees	823.99	0.00	2,950.58	10,800.00	10,800.00
6116 - Audit, Budget, Legal Notices	0.00	0.00	308.50	10,000.00	10,000.00
6117 - Telephone and Internet Srv.	207.46	0.00	1,227.70	2,000.00	2,000.00
6118 - Advertising - AD	0.00	0.00	0.00	250.00	250.00
6119 - Commissioner Fees/Expenses	0.00	0.00	51.84	3,000.00	3,000.00
6120 - News/RS for Commissioners	0.00	0.00	200.00	300.00	300.00
6121 - Donations	0.00	0.00	162.51	2,000.00	2,000.00
6122 - Meetings and Elections	82.01	0.00	184.99	200.00	200.00
6123 - Miscellaneous - AD	0.00	0.00	0.00	1,000.00	1,000.00
6124 - Consultant Services	0.00	0.00	75.00	100,000.00	100,000.00
6125 - Training	0.00	0.00	0.00	3,000.00	3,000.00
6126 - Contingency	0.00	0.00	0.00	500.00	500.00
6127 - Commissioner Conference & Trave	0.00	0.00	0.00	700.00	700.00
6128 - Staff Travel/Food/Lodging	0.00	0.00	0.00	100.00	100.00
6129 - Postage	0.00	0.00	0.00	0.00	0.00
6130 - Bad Debt Write Off	0.00	0.00	0.00	0.00	0.00
6100 - Materials and Services - AD - Other	0.00	0.00	0.00	0.00	0.00
Total 6100 - Materials and Services - AD	1,357.48	0.00	10,637.52	153,462.00	153,462.00
6150 - Capital Outlay - AD	0.00	0.00	0.00	100,000.00	100,000.00
6151 - Land/Improvements/Developments	0.00	0.00	0.00	50,000.00	50,000.00
6152 - Engineering and Survey	0.00	0.00	760.70	150,000.00	150,000.00
6154 - Office Equipment	0.00	0.00	0.00	411,846.00	411,846.00
Total 6150 - Capital Outlay - AD	0.00	0.00	760.70	150,000.00	150,000.00
6170 - Transfers Out of General Fund	0.00	0.00	0.00	0.00	0.00
Total ADMINISTRATION EXPENSES	9,424.24	0.00	60,457.20	886,508.00	886,508.00
ISLAND PARK					
6600 - Personal Services	0.00	0.00	0.00	1,650.00	1,650.00
6615 - Employee Retirement	0.00	0.00	0.00	4,200.00	4,200.00
6614 - Employee Benefits	0.00	0.00	0.00	13,100.00	13,100.00
6610 - Maintenance Person	0.00	0.00	0.00	2,000.00	2,000.00
6611 - Payroll Taxes	0.00	0.00	0.00	550.00	550.00
6612 - Worker's Comp Insurance	0.00	0.00	0.00	0.00	0.00
6613 - Other	0.00	0.00	0.00	0.00	0.00
Total 6600 - Personal Services	0.00	0.00	0.00	21,500.00	21,500.00
6620 - Materials & Services	0.00	0.00	0.00	5,000.00	5,000.00
6621 - Water Fees	127.00	0.00	430.00	1,500.00	1,500.00
6622 - Sanitation	19.27	0.00	584.32	3,000.00	3,000.00
6623 - Comfort Station Supplies	0.00	0.00	181.09	5,000.00	5,000.00
6624 - Park Electricity	0.00	0.00	0.00	1,000.00	1,000.00
6625 - Pest Control / Chem & Fert.	0.00	0.00	0.00	2,500.00	2,500.00
6626 - Insurance	192.11	0.00	1,346.55	4,000.00	4,000.00
6627 - Park Maintenance & Supplies	0.00	0.00	32.20	100.00	100.00
6628 - Miscellaneous	0.00	0.00	0.00	0.00	0.00
6629 - Materials & Services - Other	0.00	0.00	0.00	0.00	0.00
Total 6620 - Materials & Services	338.38	0.00	2,573.16	22,100.00	22,100.00
6630 - Capital Outlay	0.00	0.00	0.00	0.00	0.00
6636 - Marine Board Grant Match	0.00	0.00	0.00	0.00	0.00
6635 - Grant Match Isl.Erosion Repair	0.00	0.00	0.00	0.00	0.00
6634 - Construction Grant	0.00	0.00	0.00	0.00	0.00
6631 - Park Improvements	0.00	0.00	851.92	5,000.00	5,000.00
6632 - Engineering & Surveying	0.00	0.00	0.00	500.00	500.00
6633 - Island Park Construction Grant	0.00	0.00	0.00	0.00	0.00
Total 6630 - Capital Outlay	0.00	0.00	851.92	5,500.00	5,500.00
Total ISLAND PARK	338.38	0.00	3,425.08	49,100.00	49,100.00
MARINA					
6700 - Personal Services	0.00	0.00	0.00	1,100.00	1,100.00
6714 - Employee Retirement	0.00	0.00	0.00	8,600.00	8,600.00
6710 - Maintenance Person	0.00	0.00	0.00	1,300.00	1,300.00
6711 - Payroll Taxes	0.00	0.00	0.00	200.00	200.00
6712 - Worker's Comp Insurance	0.00	0.00	0.00	2,800.00	2,800.00
6713 - Other	0.00	0.00	0.00	0.00	0.00
6700 - Personal Services - Other	0.00	0.00	0.00	0.00	0.00
Total 6700 - Personal Services	0.00	0.00	0.00	14,200.00	14,200.00

PORT OF ARLINGTON
Profit & Loss Budget Performance

November 2022

	Nov 22	Budget	Jul - Nov 22	YTD Budget	Annual Budget
6720 - Materials & Services					
6721 - Marina Electricity	0.00	0.00	0.00	5,000.00	5,000.00
6722 - OMB Repairs - 1/2 MAPS	0.00	0.00	0.00	0.00	0.00
6723 - Insurance	0.00	0.00	0.00	2,700.00	2,700.00
6724 - Marina Maint. & Supplies	0.00	0.00	83.70	5,000.00	5,000.00
6725 - Miscellaneous	0.00	0.00	0.00	500.00	500.00
6726 - Contractual Services	0.00	0.00	1,199.00	5,000.00	5,000.00
6727 - Marina Fuel					
6727-2 - Marina Diesel	0.00		4,490.00		0.00
6727-1 - Marina Gas	0.00		8,975.37		0.00
6727 - Marina Fuel - Other	0.00	0.00	421.00	25,000.00	25,000.00
Total 6727 - Marina Fuel	0.00	0.00	13,886.37	25,000.00	25,000.00
6720 - Materials & Services - Other					
6720 - Materials & Services	0.00	0.00	3.92	43,200.00	43,200.00
Total 6720 - Materials & Services	0.00	0.00	15,172.99	43,200.00	43,200.00
6730 - Capital Outlay					
6731 - Marina Improvements	0.00	0.00	375.00	100.00	100.00
6732 - Engineering & Surveying	0.00	0.00	0.00	100.00	100.00
6733 - Marina Equipment	0.00	0.00	19.03	0.00	0.00
6734 - Marina Improvements Other	0.00	0.00	0.00	100.00	100.00
Total 6730 - Capital Outlay	0.00	0.00	394.03	300.00	300.00
MARINA - Other					
MARINA - Other	0.00	0.00	0.00	0.00	0.00
Total MARINA	0.00	0.00	15,567.02	57,700.00	57,700.00
RV PARK EXPENSES					
6314 - Employee Retirement	0.00	0.00	0.00	1,100.00	1,100.00
6300 - Personal Services - RV					
6310 - Maintenance Person - RV	0.00	0.00	0.00	8,800.00	8,800.00
6311 - Payroll Taxes, Maintenance - RV	0.00	0.00	0.00	1,300.00	1,300.00
6312 - Workmens Compensation - RV	0.00	0.00	0.00	200.00	200.00
6313 - Employee Benefits - RV	0.00	0.00	0.00	2,800.00	2,800.00
Total 6300 - Personal Services - RV	0.00	0.00	0.00	13,100.00	13,100.00
6320 - Materials & Services - RV					
6321 - Water Fees - RV	-119.00	0.00	508.00	5,000.00	5,000.00
6322 - Sanitation - RV	120.00	0.00	1,000.00	2,000.00	2,000.00
6323 - Electricity - RV Park	0.00	0.00	0.00	13,000.00	13,000.00
6324 - WiFi - RV	130.00	0.00	650.00	1,000.00	1,000.00
6325 - Advertising - RV	0.00	0.00	0.00	1,000.00	1,000.00
6326 - Maintenance & Supplies - RV	0.00	0.00	390.02	5,000.00	5,000.00
6327 - Insurance - RV	0.00	0.00	0.00	2,000.00	2,000.00
6328 - Misc. - RV	0.00	0.00	0.00	200.00	200.00
6329 - Sewer	481.32	0.00	2,170.26	6,500.00	6,500.00
6330 - Donations & Gifts Expense	0.00	0.00	11.00	0.00	0.00
6320 - Materials & Services - RV - Other	427.77	0.00	1,174.00	0.00	0.00
Total 6320 - Materials & Services - RV	1,040.09	0.00	5,881.28	35,750.00	35,750.00
6340 - Capital Outlay - RV					
6341 - RV Park Const Improv	0.00	0.00	0.00	100.00	100.00
6343 - Grant Match	0.00	0.00	0.00	100.00	100.00
6344 - RV Park Equipment	0.00	0.00	0.00	10,000.00	10,000.00
Total 6340 - Capital Outlay - RV	0.00	0.00	0.00	10,200.00	10,200.00
RV PARK EXPENSES - Other					
RV PARK EXPENSES - Other	0.00	0.00	-70.00	0.00	0.00
Total RV PARK EXPENSES	1,040.09	0.00	5,811.28	60,150.00	60,150.00
WILLOW CREEK QUARRY					
6520 - Materials & Services - WQ	0.00	0.00	0.00	4,000.00	4,000.00
6523 - Miscellaneous - WQ	0.00	0.00	0.00	100.00	100.00
6524 - Travel	0.00	0.00	1,260.00	0.00	0.00
6525 - Contractual Services	0.00	0.00	0.00	4,100.00	4,100.00
Total 6520 - Materials & Services - WQ	0.00	0.00	1,260.00	4,100.00	4,100.00
6540 - Capital Outlay - WQ					
6542 - Engineering & Surveying	0.00	0.00	0.00	48,000.00	48,000.00
6540 - Capital Outlay - WQ - Other	0.00	0.00	0.00	547,900.00	547,900.00
Total 6540 - Capital Outlay - WQ	0.00	0.00	0.00	595,900.00	595,900.00
Total WILLOW CREEK QUARRY	0.00	0.00	1,260.00	600,000.00	600,000.00

PORT OF ARLINGTON
Profit & Loss Budget Performance

Cash Basis

November 2022

	Nov 22	Budget	Jul - Nov 22	YTD Budget	Annual Budget
GENERAL FUND EXPENSES - Other					
Total GENERAL FUND EXPENSES	439.06		439.06		0.00
6999 - Uncategorized Expenses	11,241.77	0.00	86,959.64	1,655,458.00	1,655,458.00
1500 - Unappropriated Ending Fund Bal.					
Total 6999 - Uncategorized Expenses	0.00	0.00	0.00	390,694.00	390,694.00
8400 - ECON.DEVELOP.FUND EXPENSES					
PERSONNEL SERVICES					
8410 - Officer	0.00	0.00	0.00	45,500.00	45,500.00
8410-1 - Admin. Asst. 1/3	0.00	0.00	0.00	0.00	0.00
8411 - Payroll Taxes	0.00	0.00	0.00	6,900.00	6,900.00
8412 - Worker's Comp Ins.	0.00	0.00	0.00	660.00	660.00
8413 - Employee Benefits - Insurance	0.00	0.00	0.00	2,200.00	2,200.00
8414 - Employee Benefits - Retirement	0.00	0.00	0.00	5,500.00	5,500.00
Total PERSONNEL SERVICES	0.00	0.00	0.00	60,760.00	60,760.00
MATERIALS AND SERVICES					
8421 - Travel/Feod/Lodging	0.00	0.00	0.00	4,000.00	4,000.00
8422 - Training/Seminars/Conventions	0.00	0.00	0.00	1,000.00	1,000.00
8423 - Legal Fees	0.00	0.00	0.00	5,000.00	5,000.00
8424 - Office Supplies & Equipment	0.00	0.00	0.00	2,000.00	2,000.00
8424.3 - Consultant	0.00	0.00	0.00	500.00	500.00
8425 - Utilities	0.00	0.00	0.00	3,500.00	3,500.00
8425 - Advertising & Marketing	79.00	0.00	385.00	1,500.00	1,500.00
8425-1 - Dues & Subscriptions	0.00	0.00	0.00	500.00	500.00
8425-2 - A Town Throw Down	0.00	0.00	0.00	2,100.00	2,100.00
8427 - Telephone & Internet Service	0.00	0.00	0.00	1,500.00	1,500.00
8428 - Website Develop. & Maint.	0.00	0.00	0.00	2,500.00	2,500.00
8429 - Building Insurance	0.00	0.00	0.00	15,000.00	15,000.00
8430 - City of Arlington Insitu Lease	0.00	0.00	3,600.00	0.00	0.00
8430-2 - Grant Match	0.00	0.00	0.00	1,000.00	1,000.00
8430-4 - Property Taxes	22,575.26	0.00	22,575.26	11,000.00	11,000.00
8433 - Telecom Infrastr Creation	0.00	0.00	0.00	0.00	0.00
8439 - Contingency	0.00	0.00	0.00	102,344.00	102,344.00
Total MATERIALS AND SERVICES	22,654.26	0.00	26,560.26	153,444.00	153,444.00
CAPITAL OUTLAY					
8431 - Land Improvements/Development	0.00	0.00	0.00	617,000.00	617,000.00
8432 - Engineering & Surveying	0.00	0.00	0.00	45,000.00	45,000.00
8435 - Building Projects/Tenant Improv	0.00	0.00	0.00	65,500.00	65,500.00
Total CAPITAL OUTLAY	0.00	0.00	0.00	727,500.00	727,500.00
DEBT SERVICE					
8441 - Loan - Principal	809.60	0.00	4,048.00	9,839.00	9,839.00
8442 - Loan - Interest	202.40	0.00	1,012.00	2,306.00	2,306.00
Total DEBT SERVICE	1,012.00	0.00	5,060.00	12,145.00	12,145.00
8400 - ECON.DEVELOP.FUND EXPENSES - Other					
Total 8400 - ECON.DEVELOP.FUND EXPENSES	0.00	0.00	0.00	0.00	0.00
RESERVE FUND EXPENSES					
8500 - Repair, Maint., Grant Match	23,666.26	0.00	31,620.26	953,849.00	953,849.00
Total RESERVE FUND EXPENSES	0.00	0.00	0.00	90,194.00	90,194.00
Total Expense	61,622.90	0.00	256,259.73	3,214,970.00	3,214,970.00
Net Ordinary Income	-56,017.15	0.00	120,330.28	-2,251,239.00	-2,251,239.00
Net Income	-56,017.15	0.00	120,330.28	-2,251,239.00	-2,251,239.00



DIRECTOR REPORT

December 1, 2022

4.1 Strategic Business Plan

Proposals are forthcoming from firms to perform our Strategic Business Plan Update, supported by Business Oregon. We will review and compare submittals, and then provide recommendation.

4.2 Arlington Mesa

The City is reviewing development interest, researching engineering aspects and legal review. Adjoining Port property could link with development, depending on preferred company footprint. We continue to do our part to sync effort and progress.

4.3 Condon Grade School

We contracted with Maul, Foster, and Alongi to perform Phase I Environmental Site Assessment prior to conveying title (est. February 2023) via our Port of Arlington Environmental Sentry Corp. We will concurrently seek available grants, especially through the Oregon Brownfields Program. In addition, we applied to Gilliam County for a Capital Facilities Grant in the amount of \$750,000.

4.4 EV Charging Station Application

Results were recently received that our EV application did not receive a grant award. If desired, the site report has the data to refine and re-apply in another cycle, as cost estimates are too high.

4.5 Insurance Options

John Anderson, Wheatland Insurance offered lower-premium higher-deductible options to review. Currently we have \$250 deductible. We could save money by going to a higher deductible amount. (*Comparison attached*).

4.6 Events & Promotion

We admire those who promote Gilliam County and its communities, especially Frontier Chamber. We enjoyed participating with the Mainstreet tours, brainstorming local solutions and resources. We heard from a sailboat group who are considering their large annual summer Regatta here.

jed.crowther@portofarlington.com

From: John K. Anderson <john.anderson@wheatlandins.com>
Sent: Wednesday, November 23, 2022 8:07 AM
To: jed.crowther@portofarlington.com
Subject: Deductible options

Good morning Jed,

Deductible options are

\$500 = saving \$709

\$1,000 = saving \$1,417

\$2,500 = saving \$2,125

John Anderson, AAI
Wheatland Insurance Center, Inc
The Dalles 541-296-2268
Condon 541-384-2720
Fax: 541-276-7688
www.wheatlandins.com

"Member of the ISU Insurance Agency Network"

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"The best compliment we can receive is your referral"

Be sure to LIKE us OnFacebook!



<http://www.facebook.com/wheatlandinsurance>

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2022-2023

Port of Arlington Meeting Schedule

<i>Month</i>	<i>Location</i>	<i>Time</i>
<i>July (14)</i>	Arlington	5:00 PM
<i>August (17)</i>	Arlington	2:00 PM
<i>September (8)</i>	Arlington	5:00 PM
<i>October (13)</i>	Condon	5:00 PM
<i>November (10)</i>	Arlington	5:00 PM
<i>December (8)</i>	Arlington	5:00 PM
<i>January (12)</i>	Arlington	5:00 PM
<i>February (9)</i>	Arlington	5:00 PM
<i>March (9)</i>	Condon	5:00 PM
<i>April (13)</i>	Arlington	5:00 PM
<i>May (11)</i>	Condon	5:00 PM
<i>June (8)</i>	Arlington	5:00 PM