



**Thursday, September 8, 2022 at 5:00 pm**  
**Location: Condon City Hall, 128 S. Main Street**

**Join Zoom Meeting**

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

**Meeting ID: 953 785 4875**

**One tap mobile**

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**Regular Commission Meeting Agenda**  
**Thursday, September 8, 2022**

- 1. Call Meeting to Order**
- 2. Public Comment on Non-Agenda Items**
- 3. Consent Agenda:**
  - 3.1 Approve Regular Meeting Minutes for August 17, 2022**
  - 3.2 Approve August 2022 Accounts Payable and Financials**
- 4. Director Report**
  - 4.1 Marina Moorage Agreement Update**

Resolution to adopt Marina Moorage Rules & Regulations and Marina Best Management Practices
  - 4.2 Industrial Development**
  - 4.3 Airports Advocacy**
  - 4.4 Marketing Port Buildings**
  - 4.5 Electric Vehicle Charging Stations**
  - 4.6 Fish Processing Table**
  - 4.7 Surplus Office Equipment**
- 5. President Report**
- 6. Commissioner Reports**
- 7. Executive Session (*Placeholder*) ORS 129.660(2)(e) – To conduct deliberations with persons designated by governing body to negotiate real property transactions.**
- 8. Decision or deliberations on Real Estate Transactions (*Placeholder*).**
- 9. Next Commission Meeting –**

**Thursday, October 13, 2022, at 5 pm at Port of Arlington.**
- 10. Adjourn Meeting**

PORT OF ARLINGTON

Check Detail

August 2022

Trans #	Type	Date	Source Name	Account	Original Amount
13104	Liability Check	08/29/2022	QuickBooks Payrol...	1001 · Bank of E/O ...	-12,099.48
			QuickBooks Payroll ...	2111 · Direct Deposi...	12,099.48
TOTAL					12,099.48
13048	Paycheck	08/01/2022	Metzker, James L	1001 · Bank of E/O ...	0.00
			Metzker, James L	6560 · Payroll Expe...	233.60
			Metzker, James L	6560 · Payroll Expe...	12.80
			Metzker, James L	6560 · Payroll Expe...	25.60
			Metzker, James L	6560 · Payroll Expe...	32.64
			Metzker, James L	2100 · Payroll Liabili...	-32.64
			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...	4.31
			Metzker, James L	2100 · Payroll Liabili...	-4.31
			Metzker, James L	2100 · Payroll Liabili...	-0.27
			Metzker, James L	6560 · Payroll Expe...	16.86
			Metzker, James L	2100 · Payroll Liabili...	-16.86
			Metzker, James L	2100 · Payroll Liabili...	-16.86
			Metzker, James L	6560 · Payroll Expe...	3.94
			Metzker, James L	2100 · Payroll Liabili...	-3.94
			Metzker, James L	2100 · Payroll Liabili...	-3.94
			Metzker, James L	2100 · Payroll Liabili...	-3.00
			Metzker, James L	2111 · Direct Deposi...	-247.93
TOTAL					0.00
13101	Paycheck	08/30/2022	Crowther, Jed N	1001 · Bank of E/O ...	0.00
			Crowther, Jed N	6560 · Payroll Expe...	7,083.33
			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...	5.54
			Crowther, Jed N	2100 · Payroll Liabili...	-5.54
			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
			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
13102	Paycheck	08/30/2022	Metzker, James L	1001 · Bank of E/O ...	0.00
			Metzker, James L	6560 · Payroll Expe...	3,952.80
			Metzker, James L	6560 · Payroll Expe...	474.34
			Metzker, James L	2100 · Payroll Liabili...	-474.34
			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

PORT OF ARLINGTON

Check Detail

August 2022

Trans #	Type	Date	Source Name	Account	Original Amount
TOTAL					1,800.00
13085	Bill Pmt -Check	08/16/2022	Arlington Hardware	1001 · Bank of E/O ...	-263.46
13059	Bill	08/05/2022	Arlington Hardware	6623 · Comfort Stati...	109.06
			Arlington Hardware	6627 · Park Mainten...	44.23
			Arlington Hardware	8522 · Office Suppli...	101.47
			Arlington Hardware	6326 · Maintenance ...	2.39
			Arlington Hardware	6112 · Office Suppli...	2.39
			Arlington Hardware	6720 · Materials & S...	3.92
TOTAL					263.46
13086	Bill Pmt -Check	08/16/2022	Arlington T.V. Coop	1001 · Bank of E/O ...	-306.50
13054	Bill	08/05/2022	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
13087	Bill Pmt -Check	08/16/2022	Bank of Eastern Or...	1001 · Bank of E/O ...	-1,774.93
13061	Bill	08/11/2022	Bank of Eastern Ore...	6560 · Payroll Expe...	6.00
			Bank of Eastern Ore...	6726 · Contractural ...	1,199.00
			Bank of Eastern Ore...	6112 · Office Suppli...	88.39
			Bank of Eastern Ore...	8522 · Office Suppli...	72.60
			Bank of Eastern Ore...	6115 · Dues, Subscr...	14.99
			Bank of Eastern Ore...	6119 · Commissione...	32.59
			Bank of Eastern Ore...	6627 · Park Mainten...	15.99
			Bank of Eastern Ore...	6623 · Comfort Stati...	75.79
			Bank of Eastern Ore...	6631 · Park Improve...	93.48
			Bank of Eastern Ore...	6008 · Port Manager	47.28
			Bank of Eastern Ore...	8528 · Supplies	128.82
TOTAL					1,774.93
13088	Bill Pmt -Check	08/16/2022	City of Arlington-Ut...	1001 · Bank of E/O ...	-530.01
13083	Bill	08/16/2022	City of Arlington-Utili...	6322 · Sanitation - RV	501.00
			City of Arlington-Utili...	8521 · Utilities	248.38
			City of Arlington-Utili...	6111 · Utilities	59.00
			City of Arlington-Utili...	6622 · Sanitation	77.00
TOTAL					885.38
13089	Bill Pmt -Check	08/16/2022	Gilliam County Tax...	1001 · Bank of E/O ...	-1,012.00
13084	Bill	08/16/2022	Gilliam County Tax ...	8441 · Loan - Principal	809.60
			Gilliam County Tax ...	8442 · Loan - Interest	202.40
TOTAL					1,012.00
13090	Bill Pmt -Check	08/16/2022	Lad Irrigation Com...	1001 · Bank of E/O ...	-52.55
13081	Bill	08/19/2022	Lad Irrigation Comp...	6631 · Park Improve...	52.55
TOTAL					52.55
13091	Bill Pmt -Check	08/16/2022	Loop Net	1001 · Bank of E/O ...	-79.00
13057	Bill	08/05/2022	Loop Net	8426 · Advertising &...	79.00

PORT OF ARLINGTON  
Profit & Loss Budget vs. Actual

	Jul '22 - Jun '23	% of Budget	Budget	Jul - Aug '23	% of Budget	Budget	Jul '22 - Aug '23	% of Budget	TOTAL Budget	% of Budget
Ordinary Income/Expense										
Income										
5200 - Gronquist Resources										
5217 - Grant County	0.00	0.0%	35,375.00	0.00	0.0%	0.00	0.00	0.0%	35,375.00	0.0%
5216 - Donations / Gifts	0.00	0.0%	100.00	0.00	0.0%	0.00	0.00	0.0%	100.00	0.0%
5245 - Unanticipated Grant	0.00	0.0%	1,000.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00	0.0%
5214 - Tex Reserve Triple Net	0.00	0.0%	10,000.00	0.00	0.0%	0.00	0.00	0.0%	10,000.00	0.0%
5213 - Offices Space #1	0.00	0.0%	9,000.00	0.00	0.0%	0.00	0.00	0.0%	9,000.00	0.0%
5212 - Offices Space Lease #3	0.00	0.0%	7,000.00	0.00	0.0%	0.00	0.00	0.0%	7,000.00	0.0%
5211 - Offices Space Lease #2	0.00	0.0%	12,300.00	0.00	0.0%	0.00	0.00	0.0%	12,300.00	0.0%
5210 - Offices Space Lease #1	0.00	0.0%	20,000.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00	0.0%
5207 - Cleaning Fee Deposit	0.00	0.0%	1,500.00	0.00	0.0%	0.00	0.00	0.0%	1,500.00	0.0%
5206 - Kitchen Fee	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
5205 - China Creek Room Rental	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
5204 - Columbia Room Rental	40.00	1.1%	3,500.00	0.00	0.0%	500.00	0.00	0.0%	4,000.00	1.0%
5203 - Shannon Room Rental	4,500.00	18.0%	25,000.00	0.00	0.0%	4,000.00	4,500.00	0.0%	29,000.00	15.5%
5202 - Transfer in From General Fund	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
Total 5200 - Gronquist Resources	4,540.00	3.6%	124,775.00	0.00	0.0%	4,500.00	4,540.00	0.0%	129,275.00	3.5%
GENERAL FUND RESOURCES										
4000 - Carryover Balance	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
4010 - Taxes-Current	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
4011 - Taxes-Prior	1,626.46	46.5%	3,500.00	0.00	0.0%	942.08	1,626.46	0.0%	3,611.56	45.0%
4020 - Interest - NOW Checking	24.93	100.0%	0.00	0.00	0.0%	111.56	24.93	0.0%	45.27	55.1%
4021 - Interest - Best A/C	90.58	100.0%	0.00	0.00	0.0%	167.55	90.58	0.0%	167.55	12.2%
4022 - Interest - LGIP A/C	1,065.85	15.2%	7,000.00	0.00	0.0%	1,725.98	1,065.85	0.0%	8,725.98	12.2%
4030 - Land Rental	0.00	0.0%	6,800.00	0.00	0.0%	200.00	0.00	0.0%	6,800.00	0.0%
4050 - Grain Elevator Lease Pymt	0.00	0.0%	118,460.00	0.00	0.0%	0.00	0.00	0.0%	118,460.00	0.0%
4110 - Grants Income	0.00	0.0%	0.00	0.00	0.0%	269,546.81	0.00	0.0%	269,546.81	0.0%
4111 - OSMB Grant	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
4112 - Connect Oregon Grant	0.00	0.0%	1,000.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00	0.0%
4113 - Gilliam County Grant	15,375.00	1,537.5%	1,000.00	0.00	0.0%	15,375.00	0.00	0.0%	16,375.00	1,537.5%
4114 - Unanticipated Grant Funds	0.00	0.0%	1,000.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00	0.0%
4120 - MAPS Grant	0.00	0.0%	7,000.00	0.00	0.0%	0.00	0.00	0.0%	7,000.00	0.0%
4110 - Grants Income - Other	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
Total 4110 - Grants Income	15,375.00	153.8%	10,000.00	0.00	0.0%	269,546.81	15,375.00	0.0%	279,546.81	5.5%
4210 - Marina Revenue	2,391.00	23.9%	10,000.00	0.00	0.0%	1,481.67	2,391.00	0.0%	11,481.67	20.8%
4211 - RV Park Revenues	6,980.00	100.0%	0.00	0.00	0.0%	6,980.00	6,980.00	0.0%	6,980.00	110.8%
4211-1 - RV Park Monthly Rent	0.00	0.0%	0.00	0.00	0.0%	380.00	0.00	0.0%	380.00	0.0%
4211-2 - RV Park Weekly Rent	0.00	0.0%	0.00	0.00	0.0%	1,445.00	0.00	0.0%	1,445.00	0.0%
4211-3 - RV Park Daily Rent	4,676.00	100.0%	0.00	0.00	0.0%	4,676.00	4,676.00	0.0%	4,676.00	994.9%
4211-4 - RV Park Dry Camp	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
4211-5 - Monthly TV	266.22	0.5%	50,000.00	0.00	0.0%	0.00	266.22	0.0%	50,000.00	0.5%
4211 - RV Park Revenues - Other	13,067.22	26.1%	50,000.00	0.00	0.0%	8,550.00	13,067.22	0.0%	58,550.00	22.3%
Total 4211 - RV Park Revenues	300.00	100.0%	0.00	0.00	0.0%	3,645.32	300.00	0.0%	3,645.32	8.2%
4215-2 - Gasoline Sales	0.00	0.0%	0.00	0.00	0.0%	1,687.89	0.00	0.0%	1,687.89	0.0%
4215-1 - Diesel Sales	1,767.72	11.8%	15,000.00	0.00	0.0%	4.72	1,767.72	0.0%	15,004.72	11.8%
Total 4213 - Marina Fuel Revenue	2,067.72	13.8%	15,000.00	0.00	0.0%	5,337.93	2,067.72	0.0%	20,337.93	10.2%
4214 - Marina Power and Water Revenue	0.00	0.0%	250.00	0.00	0.0%	0.00	0.00	0.0%	250.00	0.0%
4340 - Willow Creek Rock Sales	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
4350 - Willow Creek Lease Revenue	0.00	0.0%	11,200.00	0.00	0.0%	0.00	0.00	0.0%	11,200.00	0.0%
4400 - Donations/Gifts	30.00	30.0%	100.00	0.00	0.0%	30.00	30.00	0.0%	100.00	30.0%
4500 - Miscellaneous Income	150.00	150.0%	100.00	0.00	0.0%	0.00	150.00	0.0%	100.00	150.0%
Total GENERAL FUND RESOURCES	35,888.86	15.5%	232,210.00	0.00	0.0%	288,108.83	35,888.86	0.0%	520,318.83	6.9%
5000 - ECONOMIC DEVELOP FUND RESOURCES										
5004 - Taxes Collected for Triple Net	978.00	10.3%	9,500.00	0.00	0.0%	1,532.00	978.00	0.0%	11,032.00	8.9%
5005 - Carryover (cash basis)	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
5009 - Land Rental (Mesa)	0.00	0.0%	1,000.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00	0.0%
5031 - Building Lease 11-002	15,890.84	15.9%	100,000.00	0.00	0.0%	7,828.00	15,890.84	0.0%	107,828.00	14.7%
5032 - Building Lease 11-004	4,500.00	25.0%	18,000.00	0.00	0.0%	3,000.00	4,500.00	0.0%	21,000.00	21.4%
5033 - Flex Bldg Lease	3,250.00	8.3%	39,000.00	0.00	0.0%	6,500.00	3,250.00	0.0%	45,500.00	7.1%
5113 - Grants - Gilliam County	0.00	0.0%	1,000.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00	0.0%
5114 - Unanticipated Grant Funds	0.00	0.0%	1,000.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00	0.0%
5130 - SIF Funds	0.00	0.0%	25,000.00	0.00	0.0%	0.00	0.00	0.0%	25,000.00	0.0%
5600 - Transfer from General Fund	0.00	0.0%	400,000.00	0.00	0.0%	0.00	0.00	0.0%	400,000.00	0.0%
Total 5000 - ECONOMIC DEVELOP FUND RESOU...	24,518.84	4.1%	594,500.00	0.00	0.0%	18,860.00	24,518.84	0.0%	613,360.00	4.0%

PORT OF ARLINGTON  
Profit & Loss Budget vs. Actual

	Jul '22 - Jun '23	Budget	% of Budget	Jul - Aug '23	Budget	% of Budget	Jul '22 - Aug '23	TOTAL Budget	% of Budget
6115 - Dues, Subscriptions, Fees	293.84	3,800.00	7.7%	0.00	609.11	0.0%	293.84	4,409.11	6.7%
6145-1 - Credit Card Fees	590.79	7,000.00	8.3%	0.00	1,219.55	0.0%	590.79	8,219.55	7.1%
Total 6115 - Dues, Subscriptions, Fees	874.63	10,800.00	8.1%	0.00	1,828.66	0.0%	874.63	12,628.66	6.9%
6116 - Audit, Budget, Legal Notices	308.50	10,000.00	3.1%	0.00	0.00	0.0%	308.50	10,000.00	3.1%
6117 - Telephone and Internet Srv.	605.26	2,000.00	30.3%	0.00	324.18	0.0%	605.26	2,324.18	26.0%
6118 - Advertising - AD	0.00	250.00	1.0%	0.00	0.00	0.0%	0.00	250.00	0.0%
6119 - Commissioner Fees/Expenses	32.59	3,000.00	1.1%	0.00	0.00	0.0%	32.59	3,000.00	1.1%
6120 - Medi/SS for Commissioners	0.00	300.00	0.0%	0.00	0.00	0.0%	0.00	300.00	0.0%
6121 - Donations	200.00	1,000.00	20.0%	0.00	0.00	0.0%	200.00	1,000.00	20.0%
6122 - Meetings and Elections	80.50	2,000.00	4.0%	0.00	68.00	0.0%	80.50	2,068.00	3.9%
6123 - Miscellaneous - AD	184.99	200.00	92.5%	0.00	184.99	0.0%	184.99	200.00	92.5%
6124 - Consultant Services	0.00	1,000.00	0.0%	0.00	0.00	0.0%	0.00	1,000.00	0.0%
6125 - Training	75.00	100.00	75.0%	0.00	0.00	0.0%	75.00	100.00	75.0%
6126 - Contingency	0.00	3,000.00	0.0%	0.00	0.00	0.0%	0.00	3,000.00	0.0%
6127 - Commissioner Conference & Trave	0.00	500.00	0.0%	0.00	167.79	0.0%	0.00	3,167.79	0.0%
6128 - Staff Travel/Food/Lodging	0.00	700.00	0.0%	0.00	8.00	0.0%	0.00	708.00	0.0%
6129 - Postage	0.00	100.00	0.0%	0.00	0.00	0.0%	0.00	100.00	0.0%
6130 - Bad Debt Write Off	0.00	100.00	0.0%	0.00	0.00	0.0%	0.00	100.00	0.0%
6100 - Materials and Services - AD - Other	0.00	0.00	0.0%	0.00	216.52	0.0%	0.00	216.52	0.0%
Total 6100 - Materials and Services -AD	4,469.98	153,462.00	2.9%	0.00	3,976.34	0.0%	4,469.98	157,338.94	2.9%
6150 - Capital Outlay - AD	0.00	100,000.00	0.0%	0.00	0.00	0.0%	0.00	100,000.00	0.0%
6151 - Land Improvements/Developments	0.00	50,000.00	0.0%	0.00	0.00	0.0%	0.00	50,000.00	0.0%
6152 - Engineering and Survey	0.00	150,000.00	0.0%	0.00	0.00	0.0%	0.00	150,000.00	0.0%
Total 6150 - Capital Outlay - AD	0.00	411,846.00	0.0%	0.00	0.00	0.0%	0.00	411,846.00	0.0%
6170 - Transfers Out of General Fund	29,095.18	888,608.00	3.3%	0.00	14,797.37	0.0%	29,095.18	903,305.37	3.2%
Total ADMINISTRATION EXPENSES	29,095.18	888,608.00	3.3%	0.00	14,797.37	0.0%	29,095.18	903,305.37	3.2%
ISLAND PARK									
6600 - Personal Services	0.00	1,650.00	0.0%	0.00	370.03	0.0%	0.00	2,020.03	0.0%
6616 - Employee Retirement	0.00	4,200.00	0.0%	0.00	1,388.46	0.0%	0.00	5,588.46	0.0%
6617 - Employee Benefits	0.00	13,100.00	0.0%	0.00	3,583.63	0.0%	0.00	16,683.63	0.0%
6618 - Maintenance Person	0.00	2,000.00	0.0%	0.00	280.06	0.0%	0.00	2,280.06	0.0%
6619 - Payroll Taxes	0.00	550.00	0.0%	0.00	0.00	0.0%	0.00	550.00	0.0%
6620 - Worker's Comp Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6621 - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 6600 - Personal Services	0.00	21,500.00	0.0%	0.00	5,622.18	0.0%	0.00	27,122.18	0.0%
6620 - Materials & Services	0.00	5,000.00	0.0%	0.00	0.00	0.0%	0.00	5,000.00	0.0%
6621 - Water Fees	144.00	3,000.00	4.8%	0.00	133.00	0.0%	144.00	3,133.00	4.8%
6622 - Sanitation	207.81	5,000.00	4.1%	0.00	0.00	0.0%	207.81	5,000.00	4.1%
6623 - Comfort Station Supplies	0.00	1,000.00	0.0%	0.00	0.00	0.0%	0.00	1,000.00	0.0%
6624 - Park Electricity	0.00	2,500.00	0.0%	0.00	0.00	0.0%	0.00	2,500.00	0.0%
6625 - Pest Control / Chem & Fert.	0.00	4,000.00	0.0%	0.00	852.44	0.0%	339.31	4,852.44	0.0%
6626 - Insurance	339.31	100.00	339.31%	0.00	0.00	0.0%	339.31	4,852.44	0.0%
6627 - Park Maintenance & Supplies	0.00	22,100.00	0.0%	0.00	985.44	0.0%	691.12	23,085.44	0.0%
6628 - Miscellaneous	691.12	0.00	0.0%	0.00	0.00	0.0%	691.12	23,085.44	0.0%
Total 6620 - Materials & Services	691.12	22,100.00	3.1%	0.00	985.44	0.0%	691.12	23,085.44	0.0%
6630 - Capital Outlay	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6635 - Marine Board Grant Match	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6636 - Grant Match Isl Erosion Repair	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6637 - Construction Grant	0.00	5,000.00	0.0%	0.00	295.64	0.0%	146.03	5,295.64	0.0%
6638 - Park Improvements	146.03	500.00	29.2%	0.00	0.00	0.0%	146.03	500.00	29.2%
6639 - Engineering & Surveying	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6633 - Island Park Construction Grant	0.00	5,500.00	0.0%	0.00	295.64	0.0%	146.03	5,795.64	0.0%
Total 6630 - Capital Outlay	146.03	5,500.00	2.7%	0.00	295.64	0.0%	146.03	5,795.64	0.0%
Total ISLAND PARK	837.15	49,100.00	1.7%	0.00	6,903.26	0.0%	837.15	56,003.26	1.5%
MARINA									
6700 - Personal Services	0.00	1,100.00	0.0%	0.00	65.00	0.0%	0.00	1,165.00	0.0%
6714 - Employee Retirement	0.00	8,800.00	0.0%	0.00	289.64	0.0%	0.00	9,089.64	0.0%
6715 - Maintenance Person	0.00	1,300.00	0.0%	0.00	23.35	0.0%	0.00	1,323.35	0.0%
6716 - Payroll Taxes	0.00	200.00	0.0%	0.00	0.00	0.0%	0.00	200.00	0.0%
6717 - Worker's Comp Insurance	0.00	2,800.00	0.0%	0.00	114.60	0.0%	0.00	2,914.60	0.0%
6718 - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6700 - Personal Services - Other	0.00	14,200.00	0.0%	0.00	502.49	0.0%	0.00	14,702.49	0.0%
Total 6700 - Personal Services	0.00	14,200.00	0.0%	0.00	502.49	0.0%	0.00	14,702.49	0.0%

**PORT OF ARLINGTON**  
**Profit & Loss Budget vs. Actual**

11:24 AM  
09/01/22  
Cash Basis

	Jul '22 - Jun '23	Budget	% of Budget	Jul - Aug '23	Budget	% of Budget	Jul '22 - Aug '23	TOTAL Budget	% of Budget
<b>GENERAL FUND EXPENSES - Other</b>									
Total GENERAL FUND EXPENSES	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6999 - Uncategorized Expenses	38,346.50	1,655,458.00	2.3%	0.00	38,828.29	0.0%	38,346.50	1,694,286.29	2.3%
1500 - Unappropriated Ending Fund Bal.	0.00	390,694.00	0.0%	0.00	0.00	0.0%	0.00	390,694.00	0.0%
Total 6999 - Uncategorized Expenses	0.00	390,694.00	0.0%	0.00	0.00	0.0%	0.00	390,694.00	0.0%
<b>8400 - ECON.DEVELOP.FUND EXPENSES</b>									
<b>PERSONNEL SERVICES</b>									
8410 - Officer	0.00	45,500.00	0.0%	0.00	6,501.78	0.0%	0.00	52,001.78	0.0%
8410-1 - Admin. Asst. /13	0.00	0.00	0.0%	0.00	5,595.16	0.0%	0.00	5,595.16	0.0%
8411 - Payroll Taxes	0.00	6,900.00	0.0%	0.00	787.26	0.0%	0.00	7,687.26	0.0%
8412 - Worker's Comp Ins.	0.00	600.00	0.0%	0.00	0.00	0.0%	0.00	600.00	0.0%
8413 - Employee Benefits - Insurance	0.00	2,800.00	0.0%	0.00	3,652.05	0.0%	0.00	5,852.05	0.0%
8414 - Employee Benefits - Retirement	0.00	5,500.00	0.0%	0.00	1,222.39	0.0%	0.00	6,722.39	0.0%
Total PERSONNEL SERVICES	0.00	60,700.00	0.0%	0.00	17,158.64	0.0%	0.00	78,518.64	0.0%
<b>MATERIALS AND SERVICES</b>									
8421 - Travel/Food/Lodging	0.00	4,000.00	0.0%	0.00	474.55	0.0%	0.00	4,474.55	0.0%
8422 - Training/Seminars/Conventions	0.00	1,000.00	0.0%	0.00	0.00	0.0%	0.00	1,000.00	0.0%
8423 - Legal Fees	0.00	5,000.00	0.0%	0.00	1,002.50	0.0%	0.00	6,002.50	0.0%
8424 - Office Supplies & Equipment	0.00	2,000.00	0.0%	0.00	1,205.48	0.0%	0.00	3,205.48	0.0%
8424-3 - Consultant	0.00	500.00	0.0%	0.00	0.00	0.0%	0.00	500.00	0.0%
8425 - Utilities	0.00	3,500.00	0.0%	0.00	90.50	0.0%	0.00	3,590.50	0.0%
8426 - Advertising & Marketing	148.00	1,500.00	9.9%	0.00	2,178.00	0.0%	148.00	3,678.00	4.0%
8426-1 - Dues & Subscriptions	0.00	500.00	0.0%	0.00	0.00	0.0%	0.00	500.00	0.0%
8426-2 - A Town Throw Down	0.00	2,100.00	0.0%	0.00	854.39	0.0%	0.00	2,954.39	0.0%
8427 - Telephone & Internet Service	0.00	1,500.00	0.0%	0.00	0.00	0.0%	0.00	1,500.00	0.0%
8428 - Website Develop. & Maint.	0.00	2,500.00	0.0%	0.00	0.00	0.0%	0.00	2,500.00	0.0%
8429 - Building Insurance	0.00	15,000.00	0.0%	0.00	3,600.00	0.0%	3,600.00	15,000.00	100.0%
8430 - City of Arlington Insitu Lease	3,600.00	0.00	100.0%	0.00	0.00	0.0%	0.00	3,600.00	100.0%
8430-2 - Grant Match	0.00	1,000.00	0.0%	0.00	0.00	0.0%	0.00	1,000.00	0.0%
8430-4 - Property Taxes	0.00	11,000.00	0.0%	0.00	0.00	0.0%	0.00	11,000.00	0.0%
8433 - Telecom Infrastr Creation	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
8439 - Contingency	0.00	102,344.00	0.0%	0.00	0.00	0.0%	0.00	102,344.00	0.0%
Total MATERIALS AND SERVICES	3,748.00	153,444.00	2.4%	0.00	9,405.43	0.0%	3,748.00	162,849.43	2.3%
<b>CAPITAL OUTLAY</b>									
8431 - Land Improvements/Development	0.00	617,000.00	0.0%	0.00	0.00	0.0%	0.00	617,000.00	0.0%
8432 - Engineering & Surveying	0.00	45,000.00	0.0%	0.00	0.00	0.0%	0.00	45,000.00	0.0%
8435 - Building Projects/Tenant Improv	0.00	65,500.00	0.0%	0.00	0.00	0.0%	0.00	65,500.00	0.0%
Total CAPITAL OUTLAY	0.00	727,500.00	0.0%	0.00	0.00	0.0%	0.00	727,500.00	0.0%
<b>DEBT SERVICE</b>									
8441 - Loan - Principal	1,619.20	9,839.00	16.5%	0.00	2,433.12	0.0%	1,619.20	12,272.12	13.2%
8442 - Loan - Interest	404.80	2,306.00	17.6%	0.00	602.88	0.0%	404.80	2,908.88	13.9%
Total DEBT SERVICE	2,024.00	12,145.00	16.7%	0.00	3,036.00	0.0%	2,024.00	15,181.00	13.3%
8400 - ECON.DEVELOP.FUND EXPENSES - Ot...	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 8400 - ECON.DEVELOP.FUND EXPENSES	5,772.00	953,849.00	0.6%	0.00	30,200.07	0.0%	5,772.00	984,049.07	0.6%
<b>RESERVE FUND EXPENSES</b>									
8500 - Repair, Maint., Grant Match	0.00	90,194.00	0.0%	0.00	0.00	0.0%	0.00	90,194.00	0.0%
Total RESERVE FUND EXPENSES	0.00	90,194.00	0.0%	0.00	0.00	0.0%	0.00	90,194.00	0.0%
Total Expense	96,430.28	3,214,970.00	3.0%	0.00	82,229.24	0.0%	96,430.28	3,297,199.24	2.9%
Net Ordinary Income	-31,304.03	-2,251,239.00	1.4%	0.00	229,358.25	0.0%	-31,304.03	-2,021,880.75	1.5%
Net Income	-31,304.03	-2,251,239.00	1.4%	0.00	229,358.25	0.0%	-31,304.03	-2,021,880.75	1.5%

**PORT OF ARLINGTON**  
**Balance Sheet**  
 As of September 1, 2022

	Sep 1, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Beginning Cash Drawer Funds	100.00
1001 · Bank of E/O - Checking	558,136.81
1003 · LGIP Investment A/C	1,007,620.19
1004 · Reserve Fund	78,094.12
1005 · Municipal Money Market Account	90,151.62
	1,734,102.74
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	-21,707.64
	-21,707.64
<b>Other Current Assets</b>	
1201 · AR Audit	16,474.51
1210 · Property Tax Receivable	4,095.95
1300 · Prepaid Expense	5,718.75
	26,289.21
<b>Total Current Assets</b>	1,738,684.31
<b>Other Assets</b>	
1006 · Cash With County	721.40
<b>Total Other Assets</b>	721.40
<b>TOTAL ASSETS</b>	<b>1,739,405.71</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	139,629.42
	139,629.42
<b>Other Current Liabilities</b>	
2002 · AP Audit	-2,724.48
2100 · Payroll Liabilities	5,906.66
2110 · Deferred Rev. - Property Taxes	3,642.20
2111 · Direct Deposit Liabilities	-14,693.98
	-7,869.60
<b>Total Current Liabilities</b>	131,759.82
<b>Total Liabilities</b>	131,759.82
<b>Equity</b>	
3110 · Retained Earnings	1,657,635.92
Net Income	-49,990.03
	1,607,645.89
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,739,405.71</b>



# DIRECTOR REPORT

September 1, 2022

## **ACTION ITEM:**

### **4.1 Marina Moorage Agreement Update**

A Marina Moorage Agreement update was prepared. It clarifies our Marina Moorage rules, plus incorporates Best Management Practices from our Clean Marina Program inspection; titled Marina Moorage Rules & Regulations and Marina Best Management Practices.

*This action is to be adopted by Resolution. Approval recommended.*

## **DISCUSSION:**

### **Industrial Development**

Port staff continues communication with a non-disclosure company to plan for the Arlington Mesa. We met with their economic development team, and with a consultant planning firm to prepare for upcoming data center development. By working together, we can foresee and resolve any issues in the planning process. Our mutual goal is to build understanding and to best streamline review. As an example, the existing city building code limits structures to 35 feet height in Industrial Zones, but modern construction may need to be taller, which would involve city code amendment.

### **Airports Advocacy**

Times-Journal published valuable timely news coverage of the Joint Meeting with Gilliam County. The main function of a Joint Workshop was to properly coordinate County-Port projects and funds. I will also try to better inform and sync with the City of Arlington for potential airport funding options.

#### Airport Advocacy:

- March 15 Town Hall with Senator Jeff Merkley.
- March 28 Capital Funding inquiry for airport improvements.
- March 29 Review of 2016 Port Engineering Studies for Arlington Airport.
- March 30 Review of 2016 State Grant Funding Support Opportunities for Arlington Airport.
- April 15 Resources Team Meeting with Kari Hayter, City Recorder; Nate Stice, Gov Office; and Ryan DeGrofft, Business Oregon.
- April 19 Town Hall with Senator Ron Wyden.
- May 19 Capitol Visit with Representative Cliff Bentz in Washington, D.C.
- June 10 Airports Capital Improvement Meeting with Betty Stansbury, State Airport Director; Funding Pathways for Linus Pauling Condon Airport (State-owned) and Arlington Airport (Municipal-owned).
- June 27 Airports Funding Strategy Meeting with Senator Bill Hansell.  
Requested to prepare funding package for upcoming Legislative Session.
- July 18 Lion's Club – Addressed potential tension with Arlington Airport and Gun Club.

### **Marketing Port Buildings**

The former Insitu building is now available. It is a remarkable facility that can serve a new tenant. We'll share pictures soon if possible. I will also report on a recent request by Watco.

### **Electric Vehicle Charging Stations**

The Port applied to Pacific Power for Electric Mobility Grant funding in the amount of \$110,000 for two Electric Vehicle Charging Stations. Our sites are by Port Office and Boat Launch Parking. Grant award results are expected in November 2022. If awarded, this would involve Corps review.

### **Fish Processing Table**

The Port purchased a nice stainless steel fish cleaning table for \$375. We passed review by DEQ and we are working through review with the Corps, and by the Clean Marina Program.

### **Surplus Office Equipment**

For discussion and input on policy.



**PORT OF ARLINGTON  
MARINA MOORAGE RULES & REGULATIONS**

1. The word "Port" is used herein to indicate any person authorized to represent the Port of Arlington. The word "Tenant" is used to indicate the owner of a boat moored legally within the Port of Arlington Marina as per the conditions of a signed Moorage Lease Agreement.
2. When a boat enters the Marina, it immediately comes under the jurisdiction of the Port of Arlington and shall be berthed or anchored only where authorized by the Port.
3. No boat may be moored at the Marina unless a current Moorage Lease Agreement is in effect between the Owner of said boat and the Port. Boats moored in the transient area on a temporary basis are subject to the same rules and regulations listed herein.
4. Subletting by any Tenant is prohibited.
5. A Marina Moorage Waiting List is followed sequentially by the Port as boat slip vacancies occur. Leasing of a boat slip by a person who is not a boat owner is prohibited. Therefore, in the case of a person who is on the Moorage Waiting List, the prospective Tenant will first be given 30 days to obtain a boat to be placed in the slip; then moving to the next person on the waiting list, etc.
6. Boats not marked or identified and licensed as required by law will not be permitted in the Marina.
7. Tenants will provide/update contact information to maintain current address/phone with the Port.
8. All boats shall be tied up in berths/moorings according to good practice or be removed from Marina.
9. Boats shall be in seaworthy condition and not constitute a fire hazard or present a reasonable risk of sinking. If a vessel is subject to these conditions, it shall be removed from the Marina at Tenant's expense. The Port shall have the right to require inspection of any boat in the Marina to determine seaworthiness and adherence to fire/safety requirements, with inspection done at owner's expense.
10. Boats within the Marina must be operated at a speed less than that which will create a wake.
11. No swimming, diving, or fishing will be permitted in the Marina except in a designated area.
12. Tenants shall not store supplies, accessories or debris upon any walkway and shall not construct thereon any lockers, chests, cabinets, steps, or similar. Water/power lines shall not cross walkways.
13. Slips are limited to allowable boat length. Any alteration of a slip is subject to prior approval by Port.
14. Sanitary facilities will not be discharged into the Marina except at an operatable pump-out station, nor will refuse be thrown overboard. Garbage shall be deposited in cans supplied for the purpose and other debris shall be placed where designated by the Port.
15. Disorderly conduct of the Tenant or invitee of the Tenant, as determined by the Port in its discretion, shall be cause for immediate termination of the Tenant's Moorage Lease Agreement and removal of the boat from the Marina.
16. No major repairs including extensive work on engines or hulls, shall be made to boats while in slips.
17. No boat except that registered on the current Moorage Lease Agreement is permitted to use a slip without prior Port permission. This policy will be enforced.
18. The Port is not responsible for any losses or damage to boats in the Marina. Each Tenant will be held responsible for damage which they may cause to other boats in the Marina or damage to any structure. Any boat which may sink in the Marina is to be removed by the Tenant at Tenant's expense or may be removed, salvaged, or pumped out by the Port, also at the Tenant's expense.

19. Boats shall be operated according to Rules of the Road and Navigation Laws of the United States.
20. There shall be no living aboard boats in the Marina.
21. Parking shall be in a neat and orderly fashion in designated areas, on a first-come basis. The Port may request removal or may remove, at Tenant's expense, any vehicle or trailer parked improperly. Parking for an extended period must be cleared with the Port's representative.
22. No sailboards or sailboard equipment or similar; i.e., kites, wings may be stored on Marina walkways. Sailboards or similar may not be launched from Marina walkways or from boats moored in the Marina.
23. Safe conduct is required of all persons entering and/or using the Marina. Children must be accompanied by an adult. Bicycles, skateboards, roller blades and all similar devices are prohibited.
24. Tenant agrees to comply with all applicable federal and state laws and city ordinances and all of the Marina Moorage Rules and Regulations and Marina Best Management Practices established by the Port and as amended from time to time at the Port's discretion.

## **PORT OF ARLINGTON MARINA BEST MANAGEMENT PRACTICES**

### **ENGINES AND BILGES**

- Use absorbent bilge pads or socks to soak up oil and fuel.
- Recycle and/or dispose of petroleum products properly.
- Do Not discharge bilge water if there is a sheen to it.

### **PAINTING AND VARNISHING**

- It is prohibited to do in-water hull scraping underwater which removes paint from the hull.
- Limit the amount of open solvents or paints on dock to one gallon or less.
- Always use a drip pan and/or drop cloth (tarp) when painting.
- Spray painting is not allowed within the Marina.

### **SURFACE PREPARATION**

- Use biodegradable, non-toxic, phosphate free cleaners and/or soaps.
- Liberally use tarps to capture all scrapings, debris and drips or use a vacuum sander.
- Stretch tarps between the side of the boat and the dock when working over the water.

### **SEWAGE**

- Untreated sewage should never be discharged directly overboard.
- Marine Sanitation Devices (MSD's) are required to use pump-out stations within the Marina.

### **SOLID WASTE DISPOSAL**

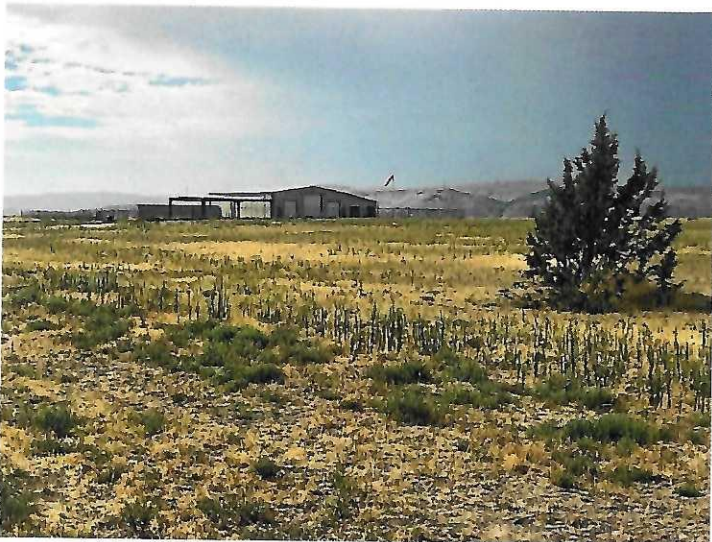
- Pets must remain on a leash and pick up after your pet and dispose of the waste properly.
- Harvested fish may suitably be cleaned using a designated fish cleaning station, if available. All solid fish waste or fish carcasses must be disposed into garbage receptacles.

### **MOORED BOAT CONDITION**

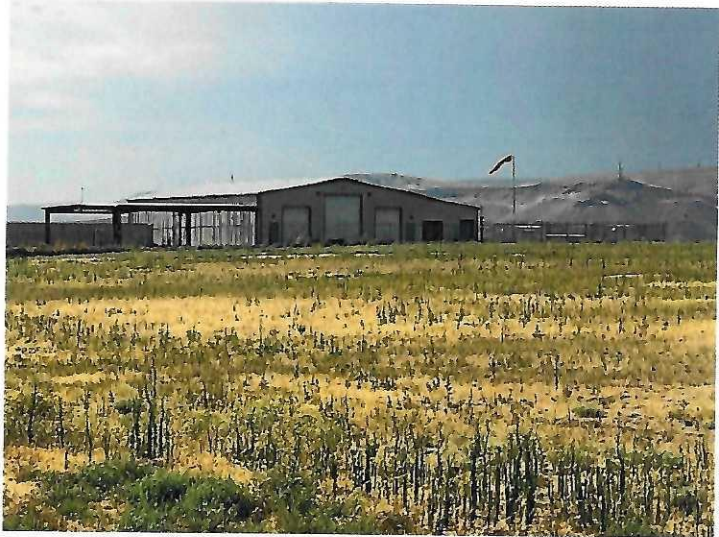
- Boats shall always be kept in a seaworthy condition, not constitute a fire hazard, or present a reasonable risk of sinking. Port staff can inspect boats at any time to determine compliance.
- All state and federal registration/documentation shall be kept current and the required registration decals will be visible and placed in their correct locations.
- Boats not meeting the conditions can be removed from the Marina at the owner's expense.

**Thank you for helping us to protect the environment and keep a clean and enjoyable facility!**

**FORMER INSITU BUILDING, Airport Road, Arlington, OR**



View facing NW



View facing NW



View facing NNW



View facing N from fenced entry gate



View facing N



View along W side of building

## Warehouse Space, with 3-bay access and roll-up doors



Central View



South Portion



North Portion



Hallway from Kitchen/Dining to Observation Room

## Runway Observation Room



View facing NE



View facing NE

## Conference Room



## Kitchen and Dining Breakroom



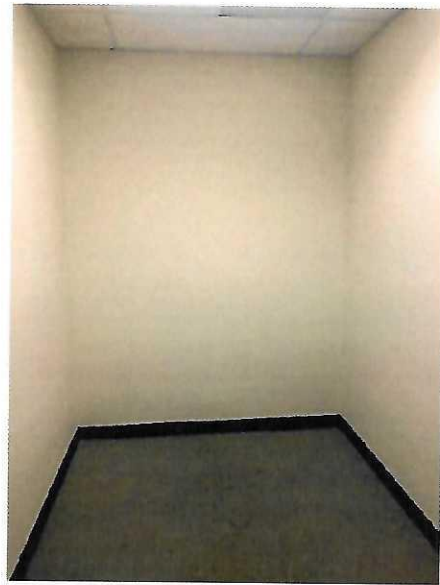
Kitchen Area



Dining Area



Main Hallway to Conference Room



Storage Room A



Storage Room B



Server Room



HVAC Room



Restroom A



Restroom B