



Port of Arlington

AGENDA

5:00 pm

Tuesday, October 8, 2019

Meeting Location:

Gilliam County Courthouse

Condon, Oregon 97823

- 1. Call meeting to order**
- 2. Public Comment on non-agenda items**
- 3. Consent Agenda:**
 - Approval of September 10, 2019 Commission meeting minutes
 - Approval of September 2019 payables
- 4. Presidents Report –**
- 5. Commissioner's Reports –**
- 6. Small Business Assistance Grant Application's**
 - 6.1 Pat Shannon / Pat's Pheasant Grill**
 - 6.2 Brandon and Kristen Fruitts / Just Jump**
- 7. Small Business Assistance Grant Program –**
 - 7.1 Lori's Place Quarterly Update – Lori Snyder**
 - 7.2 A Town Rental's – Jenny Smallfoot**
- 8. Economic Development –**
 - 8.1 EDO Report**
- 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.
- 11. Administration**
 - 10.1 Solutions CPA's Inc. Audit Draft**

Upcoming Meetings:

Regular Commission Meeting on Tuesday, November 12, 2019 at 5pm – Port of Arlington, Arlington, 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, November 5, 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

Regular Commission Meeting
MINUTES
Port of Arlington
September 10, 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; Commissioner McGuire; Commissioner Hunking; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst., Kelly Margheim; Attorney Ruben Cleaveland;

Absent: Vice President Kennedy

Audience: Commissioner Sherrie Wilkins; Judge Steve Shaffer; Paul Jayo; Kathryn Greiner; Steve Allen; Brandon Fruitts; Julius Courtney

President Wilson Noted an Addition/Revision to Agenda

- Received a letter of Interest to serve on the Port Board from Kathryn Greiner and Benjamin Tucker.

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

3. **Consent Agenda:**

- Approval of August 13, 2019 Commission Meeting Minutes
 - Approval of August 2019 Payables and Financials
- Commissioner Hunking moved to approve the consent agenda and Commissioner McGuire seconded. The motion carried 3-0

4. **Presidents Report:** President Wilson presented a letter from the Woolery Octoberfest requesting use of the Port's hanger building if original plan on City property does not happen. Consensus is to let the Woolery use the hanger building if needed.

The current Lessee of the hanger building has given a thirty day notice and will be moved around October 1, 2019.

5. **Commissioner Reports:** Commissioner Hunking informed the Board that he is retiring after the end of the current school year from the School District.

6. The Port received three very qualified letters of interest to serve on the Port Board. The Port received letters of interest from Judge Steve Schaffer, Kathryn Greiner and Benjamin Tucker. All three of the candidates were very qualified. President Wilson pointed out that Judge Shaffer is the closest to District three. Commissioner Hunking moved to appoint Judge Steve Shaffer to position three. President Wilson seconded.
The motion carried 3-0

7. Small Business Grant Applications

7.1 Pat Shannon / Pat's Pheasant Grill is seeking a \$5,000 Small Business Grant. Pat had an outstanding commitment and unable to attend the meeting. The board wanted to hear from the applicant directly. The consensus was to table discussion until next Port meeting October 8, 2019.

7.2 Steve Allen / Bighorn Press is seeking a \$4000 Small Business Grant for a Konica Minolta printer as their current printer is twelve years old and is very hard to get it repaired. Steve purchased The Times Journal and is in the process of updating equipment. EDO Mitchell asked if they were going to do calligraphy? Steve said they will start in the late fall on custom jobs. After a brief discussion Commissioner McGuire moved to award \$2,000 match grant to purchase a printer. Commissioner Shaffer seconded. The motion carried 4-0

7.3 Brandon Fruitts / Just Jump is seeking a \$5,000 Small Business Grant for purchasing three bounce houses. Brandon states they have the truck and cargo trailer for delivery. Brandon says there are no local rentals and residents have to drive to Hermiston to rent. The rental company of bounce houses in The Dalles is closing. President Wilson asked about Insurance and Brandon states they are checking into it, but do not know the cost yet. Commissioner Hunking told Brandon to come to the October Board meeting with Insurance quotes and more information on startup costs. The consensus is to table until the October meeting and applicant can obtain more costing information.

8. Small Business Grant Quarterly Report's

8.1 Jenny Smallfoot / A-Town Rentals – Jenny Smallfoot it was not able to present her business update. Jenny will be at the October 8, 2019 Board meeting in Condon.

8.2 Paul Jayo / Arlington Towing – Paul Jayo presented his final update and reports that he has been very busy with tows. He has purchased a roll back so now has two tow vehicles. In August they towed 48 vehicles. Arlington Towing is servicing six roadside service companies. At this time he is not doing Triple A as they want a contract. Paul has installed cameras and GPS's in his tow trucks. Paul states that there is a scrapper coming to crush and remove impounded vehicles soon. Paul is also donating a couple of vehicles to the Fire Department for training exercises. Arlington Towing is thinking of expanding to Boardman. This was Arlington Towing's last quarterly meeting

9. EDO Report

9.1 EDO Mitchell presented Island Park site planning maps and potential building concepts. The concepts illustrated "footprint ideas" or types of business and building designs that would find property adjacent to the Columbia River waterfront attractive. The Port will be submitting a grant to the County Court for water and sewer extension to Island Park. Island Park is zoned light Industrial.

The City of Arlington received three bids for the sidewalk project. . The bid came in lower than expected for the project and Mayor Bufton directed the City's engineer to add the Port's sidewalk repair needs to the list. The needed repairs include either an asphalt overlay or new concrete sidewalk from the stairs to the boat ramp. Commissioner Hunking would like to see the city sidewalk plans. EDO Mitchell said he has asked for them.

EDO Mitchell shared that the OPPA Conference is in Boardman this year. The Conference is October 3rd and 4th. Board members are invited to attend.

9.2 EDO Mitchell informed the Board that Watco / Depoe project Planning meeting was postponed and that the meeting was re-scheduled for tonight at 6:30pm

Break for Dinner: 6:24 pm

Recess to Executive Session at 6:47 pm

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.**

Reconvene to Regular Session at 7:21 pm

Action following Executive Session:

Commissioner Hunking authorizes President Wilson to enter into an agreement for \$77,151 for engineering service and additional amounts for related services when contract documents are received. Commissioner McGuire seconded. The motion carried 4-0

11. Administration

11.1 Presented Solutions Financial Statement Preparation Engagement Letter.

Meeting adjourned at 7:32 pm

President Ron Wilson

Commissioner Hunking

**Port of Arlington
Regular Monthly Commission Meeting
Tuesday, October 8, 2019
SEPTEMBER 2019 PAYABLES**

Resources:

Deposits and Credits through 09/30/2019 (see attached detail)

Total Deposits and Credits– All Accounts \$29,070.17

Expenses:

Checks Written: 9154 through 9174

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

Total Expenses and Transfers– All Accounts (\$31,605.69)

Bank Balance Information:

Ending Balance as of 09/30/19: Bank of Eastern Oregon Checking: \$ 196,658.88
Bank of E. Oregon Reserve Fund: \$ 64,189.67
Bank of E. Oregon Muni Market Fund: \$ 364,530.39
LGIP: (08/31/19) \$1,274,002.90

Commission President Ron Wilson

Vice President Dewey Kennedy

9:22 AM

09/27/19

PORT OF ARLINGTON
Check Detail
 September 1 - 29, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check		09/27/2019	QuickBooks Payrol...		1001 - Bank of E/O ...		-9,046.18
			QuickBooks Payroll ...	6560 - Payroll Expe...		-3.50	3.50
				2111 - Direct Deposi...		-9,042.68	9,042.68
TOTAL						-9,046.18	9,046.18
Liability Check	EFT	09/01/2019	United States Trea...		1001 - Bank of E/O ...		-2,890.68
				2100 - Payroll Liabili...		-887.00	887.00
				2100 - Payroll Liabili...		-811.96	811.96
				2100 - Payroll Liabili...		-811.96	811.96
				2100 - Payroll Liabili...		-189.88	189.88
				2100 - Payroll Liabili...		-189.88	189.88
TOTAL						-2,890.68	2,890.68
Check	EFT	09/03/2019	Peter Mitchell		1001 - Bank of E/O ...		-268.83
				8421 - Travel/Food/...		-157.83	157.83
				8427 - Telephone & ...		-111.00	111.00
TOTAL						-268.83	268.83
Check	EFT	09/03/2019	Heartland Payment...		1001 - Bank of E/O ...		-203.46
				6115-1 - Credit Card...		-203.46	203.46
TOTAL						-203.46	203.46
Check	EFT	09/06/2019	Pacific Power		1001 - Bank of E/O ...		-968.30
				6111 - Utilities		-120.00	120.00
				6323 - Electricity - R...		-600.00	600.00
				6721 - Marina Electri...		-41.49	41.49
				6624 - Park Electricity		-39.99	39.99
				6721 - Marina Electri...		-36.55	36.55
				6721 - Marina Electri...		-130.27	130.27
TOTAL						-968.30	968.30

\$ 31,605.69

9:22 AM

09/27/19

PORT OF ARLINGTON
Check Detail
 September 1 - 29, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	EFT	09/26/2019	United States Trea...		1001 · Bank of E/O ...		-2,746.18
				2100 · Payroll Liabili...		-850.00	850.00
				2100 · Payroll Liabili...		-768.38	768.38
				2100 · Payroll Liabili...		-768.38	768.38
				2100 · Payroll Liabili...		-179.71	179.71
				2100 · Payroll Liabili...		-179.71	179.71
TOTAL						-2,746.18	2,746.18
Liability Check	9154	09/01/2019	Fidelity Brokerage ...		1001 · Bank of E/O ...		-1,388.20
				2100 · Payroll Liabili...		-1,388.20	1,388.20
TOTAL						-1,388.20	1,388.20
Liability Check	9155	09/01/2019	Oregon Departmen...		1001 · Bank of E/O ...		-798.00
				2100 · Payroll Liabili...		-798.00	798.00
TOTAL						-798.00	798.00
Check	9156	09/06/2019	Bank of Eastern Or...		1001 · Bank of E/O ...		-206.25
				6119 · Commissione...		-64.00	64.00
				6112 · Office Suppli...		-133.90	133.90
				6129 · Postage		-8.35	8.35
TOTAL						-206.25	206.25
Check	9157	09/06/2019	Bank of Eastern Or...		1001 · Bank of E/O ...		-26.47
				8421 · Travel/Food/...		-26.47	26.47
TOTAL						-26.47	26.47
Check	9158	09/06/2019	Meadow Outdoor A...		1001 · Bank of E/O ...		-1,353.00
				8426 · Advertising &...		-1,353.00	1,353.00
TOTAL						-1,353.00	1,353.00

9:22 AM

09/27/19

PORT OF ARLINGTON
Check Detail
September 1 - 29, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9159	09/06/2019	Loop Net		1001 · Bank of E/O ...		-69.00
					8426 · Advertising &...	-69.00	69.00
TOTAL						-69.00	69.00
Check	9160	09/06/2019	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	9161	09/06/2019	Gilliam County Tre...		1001 · Bank of E/O ...		-1,011.90
					8441 · Loan - Principal	-781.76	781.76
					8442 · Loan - Interest	-230.14	230.14
TOTAL						-1,011.90	1,011.90
Liability Check	9163	09/26/2019	Fidelity Brokerage ...		1001 · Bank of E/O ...		-1,378.30
					2100 · Payroll Liabili...	-1,378.30	1,378.30
TOTAL						-1,378.30	1,378.30
Liability Check	9164	09/26/2019	Oregon Departmen...		1001 · Bank of E/O ...		-770.00
					2100 · Payroll Liabili...	-770.00	770.00
TOTAL						-770.00	770.00
Check	9166	09/26/2019	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

9:22 AM

09/27/19

PORT OF ARLINGTON
Check Detail
September 1 - 29, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9167	09/26/2019	Travel Information ...		1001 · Bank of E/O ...		-668.00
					8426 · Advertising &...	-668.00	668.00
TOTAL						-668.00	668.00
Check	9168	09/26/2019	SDIS		1001 · Bank of E/O ...		-3,900.24
					2100 · Payroll Liabili...	-1,833.66	1,833.66
					2100 · Payroll Liabili...	-116.46	116.46
					2100 · Payroll Liabili...	-1,833.66	1,833.66
					2100 · Payroll Liabili...	-116.46	116.46
TOTAL						-3,900.24	3,900.24
Check	9169	09/26/2019	Bighorn Press		1001 · Bank of E/O ...		-89.00
					8426 · Advertising &...	-60.00	60.00
					6116 · Audit, Budget...	-29.00	29.00
TOTAL						-89.00	89.00
Check	9170	09/26/2019	VanKoten & Cleave...		1001 · Bank of E/O ...		-635.00
					8423 · Legal Fees	-297.50	297.50
					6113 · Legal Fees	-337.50	337.50
TOTAL						-635.00	635.00
Check	9171	09/26/2019	Arlington Medical ...		1001 · Bank of E/O ...		-130.00
					6123 · Miscellaneou...	-130.00	130.00
TOTAL						-130.00	130.00
Check	9172	09/26/2019	Arlington Market		1001 · Bank of E/O ...		-38.56
					6127 · Commissione...	-38.56	38.56
TOTAL						-38.56	38.56

9:22 AM

09/27/19

PORT OF ARLINGTON
Check Detail
 September 1 - 29, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9173	09/26/2019	Gorge Networks		1001 · Bank of E/O ...		-201.34
				8427 · Telephone & ...		-49.58	49.58
				6324 · WIFI - RV		-50.58	50.58
				6117 · Telephone an...		-50.57	50.57
				6117 · Telephone an...		-50.61	50.61
TOTAL						-201.34	201.34
Check	9174	09/26/2019	City of Arlington		1001 · Bank of E/O ...		-698.80
				6111 · Utilities		-44.00	44.00
				8425 · Utilities		-44.00	44.00
				6622 · Sanitation		-29.00	29.00
				6321 · Water Fees - ...		-240.80	240.80
				6329 · Sewer		-237.00	237.00
				6322 · Sanitation - RV		-104.00	104.00
TOTAL						-698.80	698.80

9:22 AM

09/27/19

PORT OF ARLINGTON

Deposit Detail

September 1 - 29, 2019

Type	Num	Date	Name	Account	Amount
Deposit		09/03/2019		1001 · Bank of E/O ...	613.13
			Heartland Payment ...	4211-1 · RV Park M...	-395.00
			Heartland Payment ...	6115-1 · Credit Card...	0.93
			Heartland Payment ...	4213-2 · Gasoline S...	-224.54
			Heartland Payment ...	6115-1 · Credit Card...	5.48
TOTAL					-613.13
Deposit		09/03/2019		1001 · Bank of E/O ...	8,434.00
			Cash Sales	4211-4 · RV Park Dr...	-54.00
			Cash Sales	4211-1 · RV Park M...	-187.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
			Cash Sales	4211-4 · RV Park Dr...	-10.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
			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	4210 · Marina Reve...	-100.00
			Insitu Inc.	5031 · Building Leas...	-7,600.00
TOTAL					-8,434.00
Deposit		09/03/2019		1001 · Bank of E/O ...	516.39
			Heartland Payment ...	4213-2 · Gasoline S...	-56.74
			Heartland Payment ...	6115-1 · Credit Card...	0.31
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	5.04
TOTAL					-516.39
Deposit		09/06/2019		1001 · Bank of E/O ...	223.06
			Heartland Payment ...	4213-2 · Gasoline S...	-226.03
			Heartland Payment ...	6115-1 · Credit Card...	2.97
TOTAL					-223.06

\$29,070.17

9:22 AM

09/27/19

PORT OF ARLINGTON

Deposit Detail

September 1 - 29, 2019

Type	Num	Date	Name	Account	Amount
Deposit		09/06/2019		1001 - Bank of E/O ...	80.28
			Heartland Payment ...	4213-2 - Gasoline S...	-82.02
			Heartland Payment ...	6115-1 - Credit Card...	1.74
TOTAL					-80.28
Deposit		09/09/2019		1001 - Bank of E/O ...	703.00
			Cash Sales	4213-2 - Gasoline S...	-20.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-4 - RV Park Dr...	-10.00
			Cash Sales	4211-1 - RV Park M...	-375.00
			Cash Sales	4211-3 - RV Park D...	-60.00
			Cash Sales	4211-4 - RV Park Dr...	-10.00
			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...	-60.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Cash Sales	4211-3 - RV Park D...	-30.00
TOTAL					-703.00
Deposit		09/09/2019		1001 - Bank of E/O ...	425.56
			Heartland Payment ...	4213-2 - Gasoline S...	-313.67
			Heartland Payment ...	6115-1 - Credit Card...	5.75
			Heartland Payment ...	4211-3 - RV Park D...	-30.00
			Heartland Payment ...	4211-3 - RV Park D...	-30.00
			Heartland Payment ...	4211-3 - RV Park D...	-30.00
			Heartland Payment ...	4211-3 - RV Park D...	-30.00
			Heartland Payment ...	6115-1 - Credit Card...	2.36
TOTAL					-425.56
Deposit		09/11/2019		1001 - Bank of E/O ...	55.12
			Heartland Payment ...	4213-2 - Gasoline S...	-55.78
			Heartland Payment ...	6115-1 - Credit Card...	0.66
TOTAL					-55.12

9:22 AM

09/27/19

PORT OF ARLINGTON

Deposit Detail

September 1 - 29, 2019

Type	Num	Date	Name	Account	Amount
Deposit		09/23/2019		1001 · Bank of E/O ...	511.48
			Heartland Payment ...	4213-2 · Gasoline S...	-30.17
			Heartland Payment ...	6115-1 · Credit Card...	0.50
			Heartland Payment ...	4213-1 · Diesel Sales	-52.91
			Heartland Payment ...	6115-1 · Credit Card...	1.37
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-90.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-90.00
			Heartland Payment ...	4211-3 · RV Park D...	-60.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	8.41
			Heartland Payment ...	4214 · Marina Power...	-60.00
			Heartland Payment ...	4214 · Marina Power...	-20.00
			Heartland Payment ...	6115-1 · Credit Card...	1.32
TOTAL					-511.48
Deposit		09/23/2019		1001 · Bank of E/O ...	844.87
			Heartland Payment ...	4213-2 · Gasoline S...	-377.44
			Heartland Payment ...	6115-1 · Credit Card...	7.97
			Heartland Payment ...	4213-1 · Diesel Sales	-49.04
			Heartland Payment ...	6115-1 · Credit Card...	1.12
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	6.81
			Heartland Payment ...	4214 · Marina Power...	-60.00
			Heartland Payment ...	6115 · Dues, Subscr...	0.71
TOTAL					-844.87
Deposit		09/23/2019		1001 · Bank of E/O ...	340.11
			Heartland Payment ...	4213-2 · Gasoline S...	-225.50
			Heartland Payment ...	6115-1 · Credit Card...	4.11
			Heartland Payment ...	4213-1 · Diesel Sales	-21.16
			Heartland Payment ...	6115-1 · Credit Card...	0.48
			Heartland Payment ...	4210 · Marina Reve...	-100.00
			Heartland Payment ...	6115-1 · Credit Card...	1.96
TOTAL					-340.11

9:22 AM

09/27/19

PORT OF ARLINGTON

Deposit Detail

September 1 - 29, 2019

Type	Num	Date	Name	Account	Amount
Deposit		09/23/2019		1001 - Bank of E/O ...	11,744.98
			Cash Sales	4210 - Marina Reve...	-120.00
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-4 - RV Park Dr...	-36.00
			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	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Cash Sales	4210 - Marina Reve...	-50.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Cash Sales	4213-2 - Gasoline S...	-43.94
			Cash Sales	4211-3 - RV Park D...	-30.00
Payment	13605	09/23/2019	W.I. Construction, Inc.	1499 - Undeposited ...	-11,162.04
TOTAL					-11,744.98
Deposit		09/26/2019		1001 - Bank of E/O ...	100.39
			Heartland Payment ...	4213-2 - Gasoline S...	-102.16
			Heartland Payment ...	6115-1 - Credit Card...	1.77
TOTAL					-100.39
Deposit		09/26/2019		1001 - Bank of E/O ...	4,077.80
			Valley Industrial Ser...	5033 - Flex Bldg Lea...	-4,000.00
			Gilliam County Trea...	4011 - Taxes-Prior	-17.80
			Cash Sales	4211-3 - RV Park D...	-30.00
			Cash Sales	4211-3 - RV Park D...	-30.00
TOTAL					-4,077.80

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '19 - Jun 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	0.00	1,237,387.00	0.0%
4010 · Taxes-Current	327.25	100,000.00	0.3%
4011 · Taxes-Prior	1,567.57	500.00	313.5%
4020 · Interest - NOW Checking	21.01	0.00	100.0%
4021 · Interest - Best A/C	924.76	0.00	100.0%
4022 · Interest - LGIP A/C	5,785.38	10,000.00	57.9%
4030 · Land Rental	1,500.00	16,000.00	9.4%
4050 · Grain Elevator Lease Pymt	108,407.50	108,407.00	100.0%
4110 · Grants Income			
4111 · OSMB Grant	0.00	346,160.00	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%
4120 · MAPS Grant	7,000.00	7,000.00	100.0%
4110 · Grants Income - Other	0.00	0.00	0.0%
Total 4110 · Grants Income	7,000.00	353,460.00	2.0%
4210 · Marina Revenue	2,978.00	5,000.00	59.6%
4211 · RV Park Revenues			
4211-1 · RV Park Monthly Rent	6,212.00	0.00	100.0%
4211-2 · RV Park Weekly Rent	375.00	0.00	100.0%
4211-3 · RV Park Daily Rent	3,664.00	0.00	100.0%
4211-4 · RV Park Dry Camp	835.00	0.00	100.0%
4212 · RV Park fee Refund	0.00	0.00	0.0%
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
Total 4211 · RV Park Revenues	11,086.00	40,000.00	27.7%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	6,073.56	7,000.00	86.8%
4213-1 · Diesel Sales	449.51	3,000.00	15.0%
4213 · Marina Fuel Revenue - Other	13.54		
Total 4213 · Marina Fuel Revenue	6,536.61	10,000.00	65.4%
4214 · Marina Power and Water Revenue	340.00	250.00	136.0%
4340 · Willow Creek Rock Sales	49,886.28	20,000.00	249.4%
4350 · Willow Creek Lease Revenue	11,162.04	0.00	100.0%
4400 · Donations/Gifts	0.00	100.00	0.0%
4500 · Miscellaneous Income	6,686.10	100.00	6,686.1%
Total GENERAL FUND RESOURCES	214,208.50	1,901,204.00	11.3%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	0.00	180,340.00	0.0%
5031 · Building Lease 11-002	22,800.00	91,200.00	25.0%
5032 · Building Lease 11-004	1,700.00	1,000.00	170.0%
5033 · Flex Bldg Lease	12,000.00	48,000.00	25.0%
5113 · Grants - Gilliam County	0.00	40,000.00	0.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5116 · Grants - Other	7,848.00	7,800.00	100.6%
5130 · SIP Funds	0.00	25,000.00	0.0%
5600 · Transfer from General Fund	0.00	0.00	0.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOURCES	44,348.00	394,340.00	11.2%
RESERVE FUND RESOURCES			
9000 · Reserve Fund Beginning Balance	0.00	51,650.00	0.0%
9001 · Transfer from General Fund	10,841.00	10,841.00	100.0%
9002 · Interest Earned Reserve Fund	275.91	400.00	69.0%
Total RESERVE FUND RESOURCES	11,116.91	62,891.00	17.7%
Total Income	269,673.41	2,358,435.00	11.4%
Expense			
6560 · Payroll Expenses	1.75	0.00	100.0%

PORT OF ARLINGTON YTD Income & Expense vs. Budget YTD

	Jul '19 - Jun 20	Budget	% of Budget
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	5,607.27	23,700.00	23.7%
6009 · Administrative Assistant	8,120.31	32,200.00	25.2%
6011 · Payroll Taxes - Staff	1,061.19	5,300.00	20.0%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	273.65	250.00	109.5%
6015 · Employee Benefits Insurance	4,560.09	26,250.00	17.4%
6016 · Employee Benefits Retirement	1,647.31	6,500.00	25.3%
Total 6000 · Personal Services - AD	21,269.82	94,700.00	22.5%
6100 · Materials and Services - AD			
6111 · Utilities	603.71	3,500.00	17.2%
6112 · Office Supplies and Equipment	885.56	3,000.00	29.5%
6113 · Legal Fees	1,467.50	12,000.00	12.2%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	842.04	3,000.00	28.1%
6115 · Dues, Subscriptions, Fees - Other	960.50	3,000.00	32.0%
Total 6115 · Dues, Subscriptions, Fees	1,802.54	6,000.00	30.0%
6116 · Audit, Budget, Legal Notices	3,029.00	9,000.00	33.7%
6117 · Telephone and Internet Srv.	493.21	3,000.00	16.4%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	64.00	3,000.00	2.1%
6120 · Medi/SS for Commissioners	0.00	300.00	0.0%
6121 · Donations	200.00	1,000.00	20.0%
6122 · Meetings and Elections	53.54	2,000.00	2.7%
6123 · Miscellaneous - AD	130.00	200.00	65.0%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	22,833.00	0.0%
6127 · Commissioner Conference & Trave	100.56	3,000.00	3.4%
6128 · Staff Travel/Food/Lodging	229.91	500.00	46.0%
6129 · Postage	100.50	1,000.00	10.1%
6130 · Bad Debt Write Off	0.00	100.00	0.0%
Total 6100 · Materials and Services - AD	9,160.03	73,183.00	12.5%
6170 · Transfers Out of General Fund	10,841.00	10,841.00	100.0%
Total ADMINISTRATION EXPENSES	41,270.85	178,724.00	23.1%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	3,809.11	12,500.00	30.5%
6611 · Payroll Taxes	301.93	750.00	40.3%
6612 · Worker's Comp Insurance	6.46	500.00	1.3%
Total 6600 · Personal Services	4,117.50	13,750.00	29.9%
6620 · Materials & Services			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	87.00	1,000.00	8.7%
6623 · Comfort Station Supplies	289.42	1,800.00	16.1%
6624 · Park Electricity	136.83	1,500.00	9.1%
6625 · Pest Control / Chem & Fert.	0.00	200.00	0.0%
6626 · Insurance	0.00	2,000.00	0.0%
6627 · Park Maintenance & Supplies	85.61	2,800.00	3.1%
6628 · Miscellaneous	0.00	100.00	0.0%
6620 · Materials & Services - Other	26.84		
Total 6620 · Materials & Services	625.70	10,800.00	5.9%
6630 · Capital Outlay			
6635 · Grant Match Isl.Erosion Repair	125.00	229,720.00	0.1%
6634 · Grant Island Erosion Repair	0.00	346,160.00	0.0%
6631 · Park Improvements	5,000.00	200,000.00	2.5%
6632 · Engineering & Surveying	0.00	20,000.00	0.0%
Total 6630 · Capital Outlay	5,125.00	795,880.00	0.6%
Total ISLAND PARK	9,868.20	820,230.00	1.2%

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '19 - Jun 20	Budget	% of Budget
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	0.00	3,700.00	0.0%
6711 · Payroll Taxes	16.60	250.00	6.6%
6712 · Worker's Comp Insurance	0.00	50.00	0.0%
6700 · Personal Services - Other	211.62		
Total 6700 · Personal Services	228.22	4,000.00	5.7%
6720 · Materials & Services			
6721 · Marina Electricity	580.08	3,000.00	19.3%
6722 · OMB Repairs - 1/2 MAPS	0.00	2,000.00	0.0%
6723 · Insurance	0.00	2,500.00	0.0%
6724 · Marina Maint. & Supplies	81.94	2,500.00	3.3%
6725 · Miscellaneous	0.00	500.00	0.0%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	5,000.00	0.0%
6727-1 · Marina Gas	2,430.63	11,000.00	22.1%
6727 · Marina Fuel - Other	0.00	0.00	0.0%
Total 6727 · Marina Fuel	2,430.63	16,000.00	15.2%
Total 6720 · Materials & Services	3,092.65	26,500.00	11.7%
6730 · Capital Outlay			
6731 · Marina Improvements	0.00	0.00	0.0%
Total 6730 · Capital Outlay	0.00	0.00	0.0%
Total MARINA	3,320.87	30,500.00	10.9%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	211.62	3,000.00	7.1%
6311 · Payroll Taxes, Maintenance - RV	13.87	300.00	4.6%
6312 · Workmens Compensation - RV	263.65	200.00	131.8%
Total 6300 · Personal Services - RV	489.14	3,500.00	14.0%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	928.40	4,000.00	23.2%
6322 · Sanitation - RV	312.00	2,000.00	15.6%
6323 · Electricity - RV Park	1,728.85	9,000.00	19.2%
6324 · WIFI - RV	172.01	1,000.00	17.2%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	81.08	1,000.00	8.1%
6327 · Insurance - RV	0.00	1,500.00	0.0%
6328 · Misc. - RV	0.00	250.00	0.0%
6329 · Sewer	1,044.04	4,000.00	26.1%
Total 6320 · Materials & Services - RV	4,266.38	23,250.00	18.4%
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	1,000.00	45,000.00	2.2%
Total 6340 · Capital Outlay - RV	1,000.00	45,000.00	2.2%
Total RV PARK EXPENSES	5,755.52	71,750.00	8.0%
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,079.27	2,000.00	54.0%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	1,079.27	2,100.00	51.4%
6540 · Capital Outlay - WQ			
6542 · Engineering & Surveying	0.00	50,000.00	0.0%
6540 · Capital Outlay - WQ - Other	0.00	747,900.00	0.0%
Total 6540 · Capital Outlay - WQ	0.00	797,900.00	0.0%
Total WILLOW CREEK QUARRY	1,079.27	800,000.00	0.1%
Total GENERAL FUND EXPENSES	61,294.71	1,901,204.00	3.2%

9:46 AM

09/27/19

Cash Basis

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '19 - Jun 20	Budget	% of Budget
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	16,821.78	69,000.00	24.4%
8410-1 · Admin. Asst. 1/3	4,183.19	16,600.00	25.2%
8410-2 · Lab Technician	0.00	0.00	0.0%
8411 · Payroll Taxes	1,620.44	7,000.00	23.1%
8412 · Worker's Comp Ins.	364.30	300.00	121.4%
8413 · Employee Benefits - Insurance	5,462.07	31,100.00	17.6%
8414 · Employee Benefits - Retirement	2,520.59	10,100.00	25.0%
Total PERSONNEL SERVICES	30,972.37	134,100.00	23.1%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	826.69	6,000.00	13.8%
8422 · Training/Seminars/Conventions	0.00	3,000.00	0.0%
8423 · Legal Fees	1,853.50	15,000.00	12.4%
8424 · Office Supplies & Equipment	69.99	1,500.00	4.7%
8424-3 · Consultant	0.00	2,000.00	0.0%
8425 · Utilities	132.00	2,500.00	5.3%
8426 · Advertising & Marketing	7,929.30	20,000.00	39.6%
8426-1 · Dues & Subscriptions	0.00	500.00	0.0%
8426-2 · A Town Throw Down	430.00	0.00	100.0%
8427 · Telephone & Internet Service	783.57	2,500.00	31.3%
8428 · Website Develop. & Maint.	0.00	1,000.00	0.0%
8429 · Building Insurance	0.00	9,000.00	0.0%
8430 · City of Arlington Insitu Lease	5,400.00	21,600.00	25.0%
8430-1 · Feasibility Studies	0.00	1,000.00	0.0%
8430-2 · Grant Match	0.00	1,000.00	0.0%
8430-3 · Business Start Up Program	5,000.00	20,000.00	25.0%
8430-4 · Property Taxes	0.00	0.00	0.0%
8439 · Contingency	0.00	19,496.00	0.0%
Total MATERIALS AND SERVICES	22,425.05	126,096.00	17.8%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	0.00	17,000.00	0.0%
8432 · Engineering & Surveying	7,683.00	45,000.00	17.1%
8435 · Building Construction	0.00	60,000.00	0.0%
Total CAPITAL OUTLAY	7,683.00	122,000.00	6.3%
DEBT SERVICE			
8441 · Loan - Principal	2,341.58	9,533.00	24.6%
8442 · Loan - Interest	694.32	2,611.00	26.6%
Total DEBT SERVICE	3,035.90	12,144.00	25.0%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	64,116.32	394,340.00	16.3%
RESERVE FUND EXPENSES			
9500 · Repair, Maint., Grant Match	0.00	62,891.00	0.0%
Total RESERVE FUND EXPENSES	0.00	62,891.00	0.0%
Total Expense	125,412.78	2,358,435.00	5.3%
Net Ordinary Income	144,260.63	0.00	100.0%
Net Income	144,260.63	0.00	100.0%

PORT OF ARLINGTON
Profit & Loss Prev Year Comparison
July 1 through September 27, 2019

	TOTAL															
	Jul 19	Jul 18	\$ Change	% Change	Aug 19	Aug 18	\$ Change	% Change	1 - 27, 19	1 - 27, 18	\$ Change	% Change	1 - Sep 27, 19	1 - Sep 27, 18	\$ Change	% Change
4210 - Marina Revenue	1,046.00	1,132.00	-86.00	-7.6%	1,562.00	286.00	1,276.00	446.15%	370.00	1,352.00	-982.00	-72.63%	2,978.00	2,770.00	208.00	7.51%
4211 - RV Park Revenues																
4211-1 - RV Park Monthly Rent	2,630.00	2,625.00	5.00	0.19%	1,500.00	2,770.00	-1,270.00	-45.85%	2,082.00	2,250.00	-168.00	-7.47%	6,212.00	7,645.00	-1,433.00	-18.74%
4211-2 - RV Park Weekly Rent	250.00	375.00	-125.00	-33.33%	125.00	161.00	-36.00	-22.36%	0.00	0.00	0.00	0.0%	375.00	536.00	-161.00	-30.04%
4211-3 - RV Park Daily Rent	1,225.00	1,540.00	-315.00	-20.46%	1,179.00	810.00	369.00	45.56%	1,260.00	985.00	275.00	27.92%	3,664.00	3,335.00	329.00	9.87%
4211-4 - RV Park Dry Camp	367.00	291.00	76.00	26.12%	249.00	302.00	-53.00	-17.55%	219.00	390.00	-171.00	-43.85%	835.00	983.00	-148.00	-15.06%
4211-5 - Monthly TV	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	20.00	-20.00	-100.0%	0.00	20.00	-20.00	-100.0%
Total 4211 - RV Park Revenues	4,472.00	4,831.00	-359.00	-7.43%	3,053.00	4,043.00	-990.00	-24.49%	3,561.00	3,645.00	-84.00	-2.31%	11,086.00	12,519.00	-1,433.00	-11.45%
4213 - Marina Fuel Revenue																
4213-2 - Gasoline Sales	1,872.21	1,729.80	142.41	8.23%	2,443.36	1,860.38	582.98	31.34%	1,757.99	1,088.00	669.99	61.58%	6,073.56	4,678.18	1,395.38	29.83%
4213-1 - Diesel Sales	35.49	876.54	-841.05	-95.95%	290.91	417.42	-126.51	-30.31%	123.11	254.24	-131.13	-51.58%	449.51	1,548.20	-1,098.69	-70.97%
4213 - Marina Fuel Revenue -	0.00	0.00	0.00	0.0%	13.54	0.00	13.54	100.0%	0.00	0.00	0.00	0.0%	13.54	0.00	13.54	100.0%
Total 4213 - Marina Fuel Revenue	1,907.70	2,606.34	-698.64	-26.81%	2,747.81	2,277.80	470.01	20.63%	1,881.10	1,342.24	538.86	40.15%	6,536.61	6,226.38	310.23	4.98%
4214 - Marina Power and Water	90.00	200.00	-110.00	-55.0%	110.00	80.00	30.00	37.5%	140.00	20.00	120.00	600.0%	340.00	300.00	40.00	13.33%
4340 - Willow Creek Rock Sales	47,311.51	2,810.82	44,500.69	1,583.19%	2,574.77	613.07	1,961.70	319.98%	0.00	5,343.92	-5,343.92	-100.0%	49,886.28	8,767.81	41,118.47	468.97%

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	\$ 4.59	40	331	\$ 1,528.44	\$ 2.69	0	0	\$ -
July-19	\$ 3.99	46	443	\$ 1,872.21	\$ 2.69	1	13	\$ 35.49
August-19	\$ 3.99	57	618	\$ 2,442.36	\$ 2.69	3	108	\$ 290.91
September-19	\$ 3.99	45	465	\$ 1,757.99	\$ 2.69	5	46	\$ 123.11
October-19								
November-19								
December-19								
YTD Totals		298	2,770	\$ 11,196.20		9	167	\$ 449.51

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

Application/ Proposal

The Applicant's proposal should include: applicants name and contact information, a brief description of the business and the proposed cost of assistance requested. A Business and Financial Plan must be included with the application in order for the Board of Commissioners to consider approval.

Port of Arlington - Small Business Assistance Program (SBAP)

"Proposal"

Name of applicant: Brandon & Kristen Frmitts

Applicant's business structure: ☐ Corporation

☐ Partnership

☒ Sole proprietor

☐ Other (explain) _____

Name of project: Just Jump

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

Bounce house rentals

Contact Person for this project:

Name: Kristen Frmitts

Organization:

Mailing address: PO Box 553
Arlington OR 97012

Position: CO-owner

Telephone: 541-701-7063

E-mail: krisjroop@yahoo.com

Describe the Business briefly:

Bounce House Rentals

Source of funds for this SBAP project:

Fund Type	Program or Identity of Funds	Amount	%Total
Port of Arlington	Small Business Assistance Program Grant (SBAP)	<u>5,000</u>	
Non-Port of Arlington Funds	Other Grants or Loans		
Non-Port of Arlington Funds	Applicant's Investment - Required	<u>2,495⁰⁰</u>	
	Total Project		100%

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

How many new jobs do you expect this project to create? 1-2 jobs

Brandon & Kristen Fruitts
1370 Childers Rd, Arlington OR 97812
541-701-7063

Business Name: Just Jump LLC

- Executive Summary
- Our Products and Service
- Vision Statement
- Mission Statement
- Business Structure

Executive Summary

Just Jump is a bounce house rental business that will be located in Arlington OR and will serve Gilliam County and surrounding areas. We are in the business to give children a fun-filled activity in our small communities at a reasonable cost.

Our Products and Service

Just Jump LLC would be part of the Bounce House Rental Industry that is very focused on providing very good quality products and service to its customers. We would be particularly interested in providing children with entertainment, as well as providing Gilliam County and surrounding areas recreational activities locally for any event. The following are the products and service that we will be focused on offering our communities.

- Bouncy Castle
- Tropical Wet and Dry Slide
- 3 in 1 Obstacle course
- Delivery and pick-up
- Setup and take down
- Supervisor for Jumpers
- Events

Vision Statement

Our vision for establishing this bounce house rental business is to have a local business primarily for children and affordable for parents, as well as fulfilling our part by encouraging our communities to engage their children to be involved in local and fun activities.

Mission Statement

Our mission is by establishing this local business we will help play a part in making sure that the children of Arlington and surrounding areas are the happiest children around. We believe this will provide quality recreational options and we want to make sure we are part of a movement of creating awareness for families and event coordinators to engage in physical activities.

Business Structure

It is our vision to grow a bounce house rental business that will provide accessible and affordable entertainment and recreation for the children in Gilliam County and surrounding areas.

We are quite aware that it will take a good business structure to be able to fully accomplish this vision. This is why we will make sure that we are dedicated, hard working and available.

The following roles in our business will be

- CEO/Owner ~ Brandon Fruitts
- Accountant/Cashier ~ Kristen Fruitts
- Customer Care Employees ~ As Needed

Start Up Plan

With the funds we receive from the Small Business Assistance Program we will purchase our first Bounce Houses, create a logo and advertise on social media. Our long term goal is to put a portion of profit back into the business to purchase more Bounce Houses and expand our inventory which will allow us to further serve our communities.

Start-up Costs

- Bounce house package \$7,295, includes 3 bounce houses & accessories
- Logo \$200
- Insurance (waiting on quote)
- Inclosed Trailer (Owner owned)

Application/ Proposal

The Applicant's proposal should include: applicants name and contact information, a brief description of the business and the proposed cost of assistance requested. A Business and Financial Plan must be included with the application in order for the Board of Commissioners to consider approval.

Port of Arlington - Small Business Assistance Program (SBAP)

"Proposal"

Name of applicant: PAT SHANNON / PAT'S PHEASANT GRILL

Applicant's business structure: ☐ Corporation ☐ Partnership
☐ Sole proprietor ☒ Other (explain) SINGLE MEMBER LLC

Name of project:

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

LEASE/PURCHASE FLAVOR BURST SOFT SERVE ICE CREAM SYSTEM

Contact Person for this project:

Name: PAT W. SHANNON
Organization: PAT'S PHEASANT GRILL
Mailing address: PO. BOX 146
ARLINGTON, OR. 97812

Position: OWNER
Telephone: 541-215-2342
E-mail: pshannon8455@gmail.com

Describe the Business briefly:

LOCAL RESTAURANT

Source of funds for this SBAP project:

Fund Type	Program or Identity of Funds	Amount	%Total
Port of Arlington	Small Business Assistance Program Grant (SBAP)	5000	21%
Non-Port of Arlington Funds	Other Grants or Loans		
Non-Port of Arlington Funds	Applicant's Investment - Required	18,477	79%
	Total Project	23,477	100%

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

REDUCING MONTHLY LEASE/PURCHASE PAYMENT
DOWN PAYMENT ON LEASE/PURCHASE

How many new jobs do you expect this project to create? 1-2 jobs

Seattle Office
21513 84th Avenue South
Kent, WA 98032
877.665.1125 / f 425.251.3151



Portland Office
600 SE Maritime Ave, Suite 130
Vancouver, WA 98661
877.665.1125 / f 360.735.7524

Sales & Security Agreement

BUYER			
Name of Corporation: Pats Pheasant Grill LLC		Ship To Name: Pats Pheasant Grill	
Operating Name: Pats Pheasant Grill		Ship To Address: 300 Locust St	
Billing Address: 300 Locust St		City: Arlington	
City: Arlington	State: OR	State: OR	Postal Code: 97812
Postal Code: 97812		Contact Name: Pat Shannon	
Customer PO #:		Ph #: 541-454-2712	Ph #: Cell 541-215-2342
Customer Account #:		Email:	Sales Person #: Dave

Shipping Instructions Per Buyer:	Ppd/Charge/Ins	Collect	Ppd/Charge	Pick Up
Ship Via:				
FOB:				

PURCHASE INFORMATION

QTY	DESCRIPTION	ARRIVAL DATE	SELL PRICE	AMOUNT
1	Taylor C-706 Water Cooled			\$13,985.00
1	Flavor Burst TS80SS 8 Flavor System			\$8,992.00
	Includes: 5 Year Major Component Warranty			
	1 Year Labor			
	*Pre Approved Marlin Lease/ Purchase			

TERMS:

- ☐ I agree to pay 25% down payment plus applicable taxes, balance due upon delivery (credit application required)
- ☐ I agree to pay 25% down payment plus applicable taxes, balance due in full prior to delivery
- ☒ I agree to lease the above equipment and this order is subject to lease approval

The terms and conditions set forth above and on the reverse side of all schedules attached to this, form part of this Agreement. By their signatures, the Buyer and Seller agree to all the terms and conditions of this Agreement, which is dated the 20 day of August 20 19.

Sub-Total:	\$22,977.00
Shipping Charge:	Included
Install Charge:	\$500.00
State Tax:	N/A
Total Purchase:	\$23,477.00
Down Payment:	Lease/ Purchase
Value Of Trade-In	N/A
Including Taxes:	N/A
Balance:	Lease/ Purchase

Special Instructions: E Mail Address: pshannon8455@gmail.com

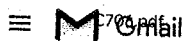
TRADE-IN INFORMATION

QTY	DESCRIPTION	SERIAL #	TRADE-IN VALUE

DSL NORTHWEST INC.

BUYER

X



Search mail

Open with

Compose

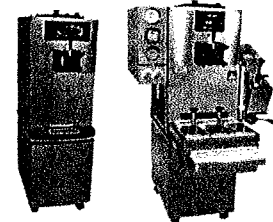
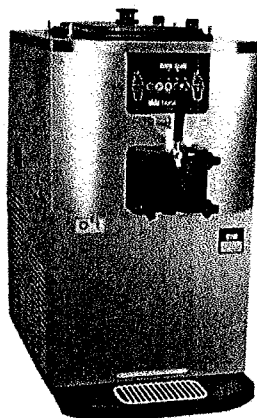
Inbox 5

Starred

Snoozed

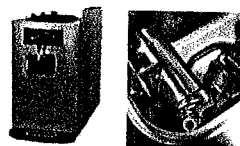
Patrick

+

No recent chats
Start a new one


Optional Cart with front opening door

Optional Cart with rear door for front mount syrup rail



Optional Top Air Discharge Chute

Simplified Pump

Item No.

C706

Soft Serve Freezer

Single Flavor, Pump

Features

Offer all the popular soft serve variations from low or non-fat ice creams to custards, yogurt and sorbet.

Freezing Cylinder

One, 3.4 quart (3.2 liter).

Mix Hopper

One, 20 quart (18.9 liter). Simplified air/mix pump delivers the precise amount of mix and air to the freezing cylinder for consistent overrun. Separate hopper refrigeration (SHR) maintains mix below 41°F (5°C) during Auto and Standby modes.

Indicator Lights

Mix Low light alerts operator to add mix. When the Mix Out light flashes, the unit shuts down automatically to prevent damage.

Electronic Controls

SoftTech™ is our exclusive microprocessor based master control that regulates refrigeration by measuring product viscosity to maintain consistent quality.

Standby

During long no-use periods, the standby feature maintains safe product temperatures in the mix hopper and freezing cylinder.

Digital Temperature Indicator

Hopper temperature is displayed to assure safe product temperatures. Indicator may be switched from Fahrenheit to Celsius temperature display.

Door Interlock System

Protects the operator from injury as the beater will not operate without the dispensing door in place.

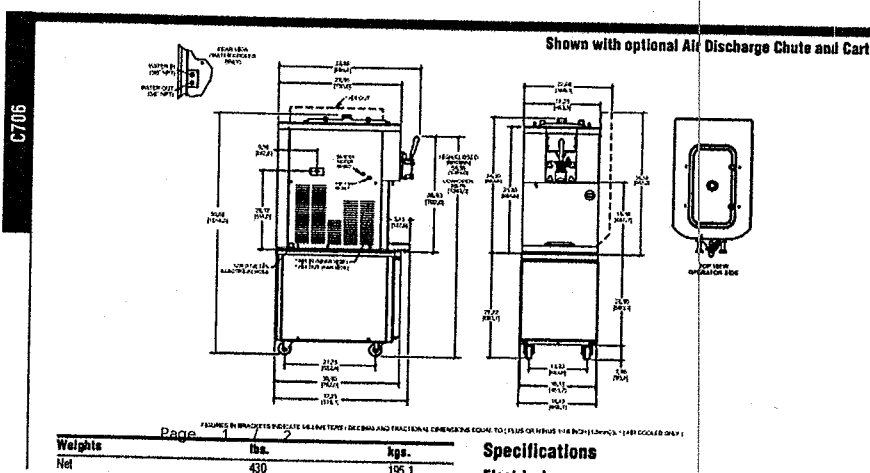
750 N. Blackhawk Blvd. Rockton, Illinois 61072
800-255-0626
Phone 815-624-8333 Fax 815-624-8000
www.taylor-company.com
info@taylor-company.com

ISO 9001:2008
Registered Firm


Standard 6

LISTED

Selected 50 Hz. Models

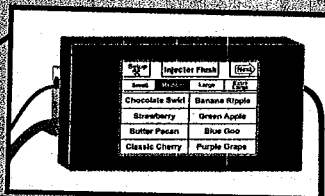


Flavor Burst® SOFT SERVE

THE EQUIPMENT

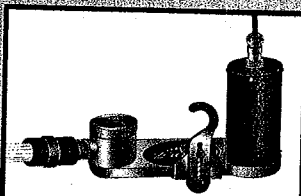
CABINET FEATURES

- Three models with different stainless steel cabinet styles (see below)
- Light weight trays to hold the bags of syrup
- Easy to connect and disconnect syrup lines
- Sanitizer tank that provides clean in place sanitation to clean internal syrup lines



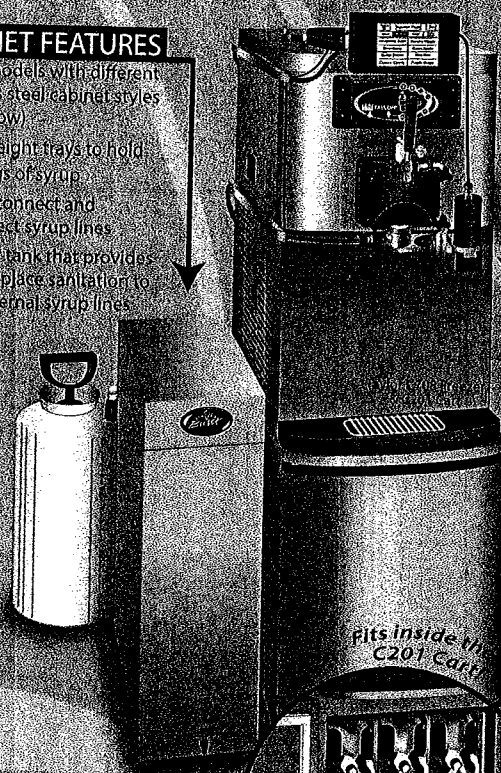
TOUCHSCREEN

- Easy to read and navigate touch-sensitive screen
- Great for self-serve operations!
- Programmable for different languages, custom flavor names and serving sizes
- Easily adjust flavor levels, change menu flavors, access serving count, and more
- Dimensions: 11.5" x 6" x 2" (292 x 153 x 51 mm)



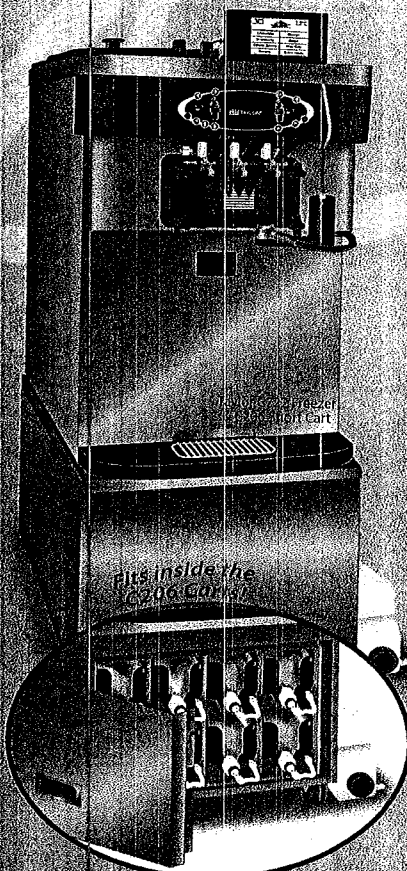
INJECTOR ASSEMBLY

- Delivers flavors directly to the spout
- Easy to install / remove for cleaning
- Fully detachable drive motor
- Adapter kits available for a variety of freezer models
- Direct sanitizer line that allows for easy cleaning between servings
- Dimensions: 11.5" x 6" x 2" (292 x 153 x 51 mm)



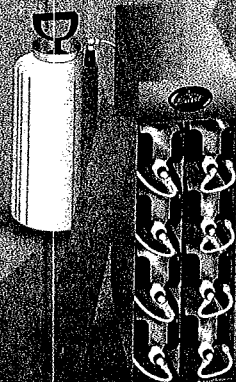
TS 80SS-INT

- Integrated 8-flavor cabinet designed to fit within the Taylor C201 mobile cart (Taylor C201 carts sold separately)
- 2-gallon internal sanitizer tank



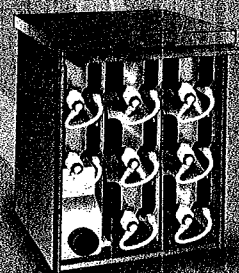
TS 80SS-INT-2S

- Integrated 8-flavor cabinet designed to fit within the Taylor C206 mobile carts (Taylor C206 carts sold separately)
- 2-gallon external sanitizer tank



TS 40SS-JR

- 4-flavor mini cabinet
- 2-gallon external sanitizer tank
- Designed to fit in small cabinets and spaces



TS 80SS-DLX

- Shorter wider 8-flavor stand-alone cabinet with lift front door
- 2-gallon internal sanitizer tank

MODEL	CABINET width x height x depth	SANITIZER TANK width x height x depth	BOXED DIMENSIONS width x height x depth	total cubic	BOXED WEIGHT	CRATED WEIGHT	ELECTRICAL	MIN. CIRCUIT AMP DRAW
TS 80SS	9.75 x 31.375 x 27.25 in 248 x 797 x 692 mm	8.25 x 24 x 8.25 in 210 x 610 x 210 mm	12 x 34.5 x 35 in 305 x 876 x 889 mm	3.39 cu. ft .10 cu. m	110 lbs 49.9 kg	143 lbs 64.9 kg	115v 50/60Hz 230v 50/60Hz	1 1/2
TS 80SS-DLX	17 x 22.75 x 28.125 in 432 x 578 x 714 mm	N/A inside cabinet	26.5 x 29.25 x 18.75 in 674 x 743 x 477 mm	8.41 cu. ft .24 cu. m	133 lbs 60.3 kg	166 lbs 75.3 kg	115v 50/60Hz 230v 50/60Hz	1 1/2
TS 80SS-INT (Taylor cart not included)	14.375 x 18.25 x 27.5 in 365 x 464 x 699 mm	N/A inside cabinet	26.5 x 29.25 x 18.75 in 674 x 743 x 477 mm	8.41 cu. ft .24 cu. m	100 lbs 43.4 kg	133 lbs 60.3 kg	115v 50/60Hz 230v 50/60Hz	1 1/2
TS 80SS-INT-2S (Taylor cart not included)	19.5 x 13.25 x 24.5 in 496 x 337 x 623 mm	6 x 7.5 x 19 in 152 x 191 x 483 mm	21.5 x 21.25 x 26.75 in 546 x 540 x 680 mm	7.07 cu. ft .20 cu. m	89 lbs 40.4 kg	122 lbs 55.3 kg	115v 50/60Hz 230v 50/60Hz	1 1/2
TS 40SS-JR (Taylor cart not included)	11.75 x 17.5 x 26.875 in 299 x 445 x 683 mm	6 x 7.5 x 19 in 152 x 191 x 483 mm	12 x 34.5 x 35 in 305 x 876 x 889 mm	3.39 cu. ft .10 cu. m	85 lbs 38.6 kg	118 lbs 53.6 kg	115v 50/60Hz 230v 50/60Hz	1 1/2

Flavor Burst[®] SOFT SERVE

THE PRODUCT

ICE CREAM SUNDAE... IN A CONE!

Offer up to 8 different flavors with one unit.
Flavoring is striped on the outside as well as injected through the center of the soft serve for maximum flavor coverage.

Specially formulated syrups gel on contact with the soft serve without dripping.

ONE-STEP PROCESS

Simply select the flavor from the point-of-sale menu, and you're ready to serve the serving! The soft serve is flavored with flavor as it dispenses.

38 DELICIOUS FLAVORS

From classic milk chocolate and strawberry to bold new flavors like peach, peach bubblegum, and peach. Flavor Burst syrups provide variety to keep your menu selection fresh, fun, and exciting.

MULTI-FLAVOR PRODUCT

Combine flavors for new or favorite combinations. And this is especially helpful when it comes to creating new menu items.

With this flavor mix, you can create literally hundreds of combinations to keep your menu fresh.

Simply select the flavor combination you want, and the system will automatically create the flavor combination for you.



www.flavorburst.com



FLAVOR BURST SYRUPS

The syrups are specially formulated for Flavor Burst systems and are concentrated to give each serving that perfect burst of flavor.

Each syrup is packaged in a 16 oz. bottle that is perfect for use with a 1/2 oz. serving size.

For more information, visit www.flavorburst.com.

For more information, visit www.flavorburst.com.
For more information, visit www.flavorburst.com.
For more information, visit www.flavorburst.com.

For pricing, availability, and ordering, please contact your local Taylor distributor. To find one near you, visit www.taylor-company.com
For other general questions or to learn about even more Flavor Burst flavoring systems, call 800-264-3528 or visit www.flavorburst.com.

© 2014 Flavor Burst Company. All Rights Reserved. Flavor Burst, Nice Ice, JavaLatte, Take A Shake Break, and CrunchiCreme are all registered trademarks of the Flavor Burst Company.



Port Manager/ Economic Development Report October 8, 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

Island Park and Marina

The Port applied for a Capital Grant from the Gilliam County Court to extend the water and sewer line for service to buildings site on the west end of Island Park. The total project was estimated to cost \$146,260 and the grant request was for \$90,350. The project scope does not include the cost of replacing the lift station. Engineering survey for the lift station was not completed by the time the grant was due.

Railroad Avenue

The Arlington Planning Commission approved the site plan for the Railroad Avenue Depot project at their September 10 meeting. The site plan approves two building sites, one site is next to Gronquist Building. The second site is on the Shane Avenue side of the property. The Watco building will be going up on Shane site. The Port will have two years to build on the second site without needing to go back for site plan approval.

Arlington Mesa

Hanger Building tenant, Mesa Group, LLC will be giving up their lease to the Port's Hanger Building. The hanger building will become available for lease the second week of October. The building is approximately 4,000 square feet, with two large bays and one small bay. The building is insulated for year around use and has an office area and bathroom. Fiber internet service has also been installed to the building.

Willow Creek

Interstate 84 paving overlay project restarted after summer break. The Kerr paving crews are operating at a hurried pace to complete project before cold weather. The west bound lanes have been closed to traffic with one-ways going in opposite directions on the east bound lanes. Traffic is held to 45 mph in these one-way sections.

Economic Development

Port staff met with ODOT officials and transportation commissioners during a rural county outreach session. Staff conveyed the message that rural transportation systems - Ports, river locks, highways, and rail systems all need maintenance and Connect Oregon funding to be able to adequately send products to cities such as Portland and eliminate bottlenecks in transport systems. The Bonneville Dam lock outage is an example of how glitches in the system, short term, can be addressed with a good transportation system. Staff also conveyed the concerns that emergency crews have with new safety cables installed along the interstate. The new cables, installed to prevent vehicles crossover collisions, have few breaks and create very long stretches between emergency vehicles turn arounds. ODOT would look into potential solutions.

Port assisted client successfully apply for grant with Pioneer CDC.

Port submitted 5 industrial site proposals to prospects seeking industrial property.

Port Staff attended an IBM seminar on their approach as an agnostic multi/hybrid cloud manager. The event provided an excellent networking opportunity for clientele needing industrial sites such as the Arlington Mesa Industrial Park that are served with large power capabilities. The seminar and site host provided valuable insights into the nation's internet infrastructure and how the Arlington Mesa may fit into the world wide web.

Up Coming Dates:

October 1 – Enterprise Zone meeting, Arlington 10 a.m.

October 3-4 Oregon Public Ports Conference, Boardman

October 8 – Port Board meeting, 5 p.m., Condon

October 19 – Ocktober Fest, 5 p.m., Arlington Mesa

October 21-22 – Infrastructure Summit, Salem

peter.mitchell@portofarlington.com

From: Daren Jones <daren.pii@gmail.com>
Sent: Wednesday, September 25, 2019 5:12 PM
To: Peter Mitchell
Subject: PCDC grant

Peter,

Obviously you read the email. I wanted to reach out and say thank you for all of your work and assistance in this process. The park would not be on the track it is without your assistance. I remain grateful and will continue to move this in the correct direction.

Thanks again!
Daren

Economic Development 2010-2019 YTD	Total Projects	County Grants	Outside Grants/Loans
Port Hanger Building	\$93,164	\$93,164	
Port Office Facility	\$80,934	\$80,934	
Insitu Facility	\$593,649	\$390,000	\$200,000
Airport Development	\$19,355	\$14,355	
RV Park Electric upgrade	\$6,504	\$6,504	
Village Inn Feasibility Study	\$8,346	\$8,346	
Boat Ramp Replacement	\$229,609	\$25,000	\$202,587
Willow Creek Dock 2007	\$853,020		\$853,020
Willow Creek Legal	\$183,075	\$140,000	
Grain Terminal Rip Rap	\$123,970	\$123,970	
Sentry Corp/ Condon Radar Base	\$261,125	\$15,000	\$249,125
Marketing & Advertising	\$129,204	\$122,000	
Feasibility Studies (Wheat, Power, Brewery, Malting)	\$108,932	\$58,000	\$25,000
Grain Elevator Site Monitoring	\$10,000	\$25,000	
Small Business Assistance Program	\$166,576	\$125,000	\$35,000
Mesa Three Phase Power	\$95,000	\$95,000	
Port Hangar Restroom	\$13,565	\$10,350	
Water&Sewer Extension to Insitu & Hangar	\$23,925	\$23,925	
Col Hills Comm Center water line extension	\$8,187	\$7,000	
Willow Creek Pile Removal Project	\$220,910		\$220,910
Willow Creek Quarry Access Road	\$139,623		\$139,623
City of Condon Airport Water Project - In Progress	\$17,000	\$17,000	
Marina Fuel, Gangway, Moorage Project	\$711,663	\$210,000	\$496,713
Island Park River Access Project	\$168,032		
Flex Building Project	\$1,013,856	\$764,800	
Rigging Area Project Island Park	\$8,375		\$4,000
Willow Creek Irrigation Project Feasibility Study	\$18,960	\$18,960	
TOTAL	\$5,306,559	\$2,374,308	\$2,425,978

Economic Development 2010-2019 Small Business Assistance Program

Name of Business / Ownership

CRL Logistics & Hot Shot Service / Cory Lundgren
S.B.A.P. / Friends of Gilliam County
Rivers Edge Deli / Pat Shannon
T.V. Coop / Alan Cunningham
Wagon Wheel Media / Elizabeth Farrar
Country Side Dispatch / Delaney Watkins
Ghost Town Bakery & Flour Company / Mason Eubanks
Rosenbalm Mobile Mechanic / Bill Rosenbalm
Emergency Pet Supply / Tyronne Williamson
LuLaRoe / Nichole Reese
Arlington Auto & Towing / Paul Jayo
Lori's Place / Lori Snyder
A-Town Rentals
The Drive In
Big Horn Press