



Thursday, September 12, 2024, at 5:00 pm
Location: Lower Conference Room, Gronquist Building,
1650 Railroad Ave, Arlington, OR

Join Zoom Meeting
<https://us02web.zoom.us/j/9537854875>
Meeting ID: 953 785 4875
+16699006833,,85648511236# US (San Jose)
+12532158782,,85648511236# US (Tacoma)

Regular Commission Meeting Agenda
Thursday, September 12, 2024

- 1. Call Meeting to Order**
- 2. Public Comment on Non-Agenda Items**
- 3. Consent Agenda:**
 - a. Approve Regular Meeting Minutes for August 8, 2024
 - b. Approve Emergency Meeting Minutes for August 28, 2024
 - c. Approve August 2024 Accounts Payable and Financials
- 4. Director Report**
 - A. Sunken Vessel Placement and Removal Update
 - B. SDIS Safety & Security Grant Application
 - C. Other
 1. Connect Oregon Grant Application – Aviation Fuel Testimony Given
 2. Condon Grade School – EPA Work Plan Review Underway
- 5. President Report**
- 6. Commissioner Reports**
- 7. Executive Session, ORS 192.660(2)(e):** To conduct deliberations with persons designated by governing body to negotiate real property transactions.
- 8. Decision or deliberations on Real Estate Transactions** (*Placeholder*).
- 9. Next Meeting –**

Commission Meeting – Thursday, October 10, 2024, at 5 pm at City of Condon.
- 10. Adjourn Meeting**

PORT OF ARLINGTON

Transaction List with Splits

August 2024

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
1001 Bank of E/O - Checking							
08/16/2024	Bill Payment (Check)	10390	Yes	Fidelity Brokerage Services LLC		1001 Bank of E/O - Checking	-
						2000 Accounts Payable	1,807.08
							-
							1,807.08
08/16/2024	Bill Payment (Check)	10391	Yes	Bank of Eastern Oregon - VISA		1001 Bank of E/O - Checking	-
						2000 Accounts Payable	1,679.56
							-
							1,679.56
08/19/2024	Bill Payment (Check)	10393	Yes	Arlington Market		1001 Bank of E/O - Checking	-55.16
						2000 Accounts Payable	-55.16
08/20/2024	Bill Payment (Check)	10394	Yes	Arlington T.V. Coop		1001 Bank of E/O - Checking	-306.50
						2000 Accounts Payable	-306.50
08/20/2024	Bill Payment (Check)	10395	Yes	Blue Mountain Networks		1001 Bank of E/O - Checking	-165.96
						2000 Accounts Payable	-165.96
08/20/2024	Bill Payment (Check)	10396	Yes	City of Arlington-Utilities		1001 Bank of E/O - Checking	-470.38
						2000 Accounts Payable	-470.38
08/20/2024	Bill Payment (Check)	10397	Yes	Gordon's Electric		1001 Bank of E/O - Checking	-150.74
						2000 Accounts Payable	-150.74
08/20/2024	Bill Payment (Check)	10398	Yes	Hughes Network System, LLC		1001 Bank of E/O - Checking	-189.96
						2000 Accounts Payable	-189.96
08/20/2024	Bill Payment (Check)	10399	Yes	Jaques Sharp Attorneys at Law		1001 Bank of E/O - Checking	-
						2000 Accounts Payable	4,409.64
							-
							4,409.64
08/20/2024	Bill Payment (Check)	10400	Yes	Loop Net		1001 Bank of E/O - Checking	-81.69
						2000 Accounts Payable	-81.69
08/20/2024	Bill Payment (Check)	10404	Yes	SDIS		1001 Bank of E/O - Checking	-
						2000 Accounts Payable	6,724.00
							-
							6,724.00
08/20/2024	Bill Payment (Check)	10405	Yes	The Times-Journal		1001 Bank of E/O - Checking	-67.50
						2000 Accounts Payable	-67.50
08/30/2024	Check	10392	Yes	Gary Wagner		1001 Bank of E/O - Checking	-660.48
					RV refund due to termination of Tenancy- Septembers rent	4211-1 GENERAL FUND RESOURCES:RV Park Revenues:RV Park Monthly Rent	-525.00
					RV refund due to termination of Tenancy- remainder of August rent for early move out	4211-1 GENERAL FUND RESOURCES:RV Park Revenues:RV Park Monthly Rent	-135.48
2000 Accounts Payable							
08/19/2024	Bill		Yes	City of Arlington-Utilities		2000 Accounts Payable	470.38
					RV-water	6321 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Water Fees - RV	0.00
					RV-Sewer	6329 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sewer	0.00
					Rv-Sanitation	6322 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sanitation - RV	0.00
					Gronquist utilities	8521 Gronquist Fund Expenses:Materials and Services:Utilities	250.38
					Admin utilities	6111 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Utilities	0.00
					Island Park utilities	6622 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Sanitation	
					Insitue/Hanger Building proctor house/shop	8425 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Utilities	
						8431 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Land Improvements/Development	220.00

PORT OF ARLINGTON

Transaction List with Splits

August 2024

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
08/19/2024	Bill		Yes	Arlington Market		2000 Accounts Payable	55.16
					Gatorade/creamer/TP/hand soap/misc.	6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	55.16
08/19/2024	Bill		Yes	Hughes Network System, LLC		2000 Accounts Payable	189.96
					Current pmt- subscriptions	6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.	189.96
08/19/2024	Bill		Yes	The Times-Journal	Legal Notices-Budget	2000 Accounts Payable	67.50
					special meeting-willow creek	6540 GENERAL FUND EXPENSES:WILLOW CREEK QUARRY:Capital Outlay - WQ	67.50
08/19/2024	Bill		Yes	Loop Net		2000 Accounts Payable	81.69
					advertisement	8426 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Advertising & Marketing	81.69
08/19/2024	Bill		Yes	Jaques Sharp Attorneys at Law		2000 Accounts Payable	4,409.64
					general matters	6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	559.64
					Alkali Ridge (Proctor Property)	8423 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Legal Fees	225.00
					City CR Pump station	6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	225.00
					tenant matters (Wagner)	6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	3,400.00
08/19/2024	Bill		Yes	Gordon's Electric		2000 Accounts Payable	150.74
					Breaker	6326 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Maintenance & Supplies - RV	150.74
08/19/2024	Bill		Yes	SDIS		2000 Accounts Payable	6,724.00
					Crowther	6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits Insurance	2,296.00
					Metzker	6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits Insurance	1,159.00
					Rayburn	6015 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Employee Benefits Insurance	3,269.00
08/19/2024	Bill		Yes	Arlington T.V. Coop		2000 Accounts Payable	306.50
					Gronquist Bldg	8527 Gronquist Fund Expences:Materials and Services:Telephone and Internet	64.00
					Phone Services 3 lines & phones	6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.	112.50
					Business Internet	6324 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:WIFI - RV	130.00
08/19/2024	Bill		Yes	Blue Mountain Networks		2000 Accounts Payable	165.96
					email account/number forward	6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.	165.96

PORT OF ARLINGTON

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Beginning Cash Drawer Funds	100.00
1001 Bank of E/O - Checking	48,205.26
1003 LGIP Investment A/C	776,483.31
1004 Reserve Fund	85,101.82
1005 Municipal Money Market Account	98,241.28
Port of Arlington (9413) - 1	749,274.94
Total Bank Accounts	\$1,757,406.61
Accounts Receivable	
1200 Accounts Receivable	-179,432.93
Total Accounts Receivable	\$-179,432.93
Other Current Assets	
1201 AR Audit	16,474.51
1210 Property Tax Receivable	-1,907.23
1220 Grants Receivable	-13,500.00
1230 Other Receivables	0.00
1235 POA Env Sentry Corp Receivable	0.00
1300 Prepaid Expense	5,718.75
1499 Undeposited Funds	0.00
Total Other Current Assets	\$6,786.03
Total Current Assets	\$1,584,759.71
Other Assets	
1006 Cash With County	721.40
Total Other Assets	\$721.40
TOTAL ASSETS	\$1,585,481.11
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	4,927.49
2001 Transient Lodging Tax Payable	744.28
Total 2000 Accounts Payable	5,671.77

PORT OF ARLINGTON

Balance Sheet

As of August 31, 2024

	TOTAL
Total Accounts Payable	\$5,671.77
Other Current Liabilities	
2002 AP Audit	-2,724.48
2010 Other Payables	0.00
2100 Payroll Liabilities	79,009.59
408k SEP Co. Match	28,622.16
Dental Insurance	6,030.15
Federal Taxes (941/943/944)	4,402.40
Health Insurance	94,900.20
OR Employment Taxes	-341.40
OR Income Tax	1,160.73
OR Paid Family and Medical Leave	103.90
OR Statewide Transit Taxes	4.34
Total 2100 Payroll Liabilities	213,892.07
2110 Deferred Rev. - Property Taxes	3,642.20
2111 Direct Deposit Liabilities	-14,693.98
2120 Deferred Revenue	0.00
Direct Deposit Payable	0.00
Oregon Department of Revenue Payable	0.00
Out Of Scope Agency Payable	0.00
Total Other Current Liabilities	\$200,115.81
Total Current Liabilities	\$205,787.58
Long-Term Liabilities	
2200 OEDD - Marina	0.00
2300 OEDD - RV Park	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$205,787.58
Equity	
3000 Opening Bal Equity	749,274.94
3110 Retained Earnings	679,003.26
Net Income	-48,584.67
Total Equity	\$1,379,693.53
TOTAL LIABILITIES AND EQUITY	\$1,585,481.11

PORT OF ARLINGTON

Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
Income				
5000 ECONOMIC DEVELOP FUND RESOURCES	77.62			0.01 %
5030 Land Rental Mesa	300.00			0.05 %
5031 Building Lease 11-002		162,838.78	-100.00 %	
5032 Building Lease 11-004	200.00	7,500.00	-97.33 %	0.04 %
5033 Flex Bldg Lease	45,500.00	37,250.00	22.15 %	8.06 %
5034 Taxes Collected for Triple Net	8,680.00	7,790.00	11.42 %	1.54 %
5130 SIP Funds	37,854.92			6.71 %
Total 5000 ECONOMIC DEVELOP FUND RESOURCES	92,612.54	215,378.78	-57.00 %	16.41 %
5200 Gronquist Resources				
5203 Shannon Lease		15,750.00	-100.00 %	
5203-1 Richter Lease	13,000.00	9,000.00	44.44 %	2.30 %
5203-3 Richter's Property taxes	2,500.00	2,500.00	0.00 %	0.44 %
5204 Colimbia Room Rental	880.00	790.00	11.39 %	0.16 %
5211 Office Space Lease #2	14,625.00	8,200.00	78.35 %	2.59 %
5212 Office Space Lease #3		12,750.00	-100.00 %	
5213 Office Space #4	4,100.00			0.73 %
Total 5200 Gronquist Resources	35,105.00	48,990.00	-28.34 %	6.22 %
GENERAL FUND RESOURCES				
4010 Taxes-Current	3,277.82	1,228.63	166.79 %	0.58 %
4011 Taxes-Prior	143,333.60	144,230.08	-0.62 %	25.40 %
4020 Interest - NOW Checking	152.65	380.74	-59.91 %	0.03 %
4021 Interest - Best A/C	4,651.43	2,637.57	76.35 %	0.82 %
4022 Interest - LGIP A/C	33,536.34	28,975.63	15.74 %	5.94 %
4030 Land Rental	6,600.00	1,650.00	300.00 %	1.17 %
4040 Management Fees	200.00	200.00	0.00 %	0.04 %
4050 Grain Elevator Lease Pymt	122,013.60	118,459.81	3.00 %	21.62 %
4110 Grants Income				
4113 Gilliam County Grant	11,250.00	15,375.00	-26.83 %	1.99 %
Total 4110 Grants Income	11,250.00	15,375.00	-26.83 %	1.99 %
4210 Marina Revenue	13,127.40	11,938.99	9.95 %	2.33 %
4211 RV Park Revenues		266.22	-100.00 %	
4211-1 RV Park Monthly Rent	34,390.12	42,705.00	-19.47 %	6.09 %
4211-2 RV Park Weekly Rent	4,185.00	6,400.00	-34.61 %	0.74 %
4211-3 RV Park Daily Rent	8,600.00	6,827.00	25.97 %	1.52 %
4211-4 RV Park Dry Camp	7,751.00	13,965.00	-44.50 %	1.37 %
4211-5 Monthly TV	525.00			0.09 %
Total 4211 RV Park Revenues	55,451.12	70,163.22	-20.97 %	9.83 %

PORT OF ARLINGTON

Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
4213 Marina Fuel Revenue	14,739.03	18,862.37	-21.86 %	2.61 %
4213-1 Diesel Sales	6,859.16	1,189.21	476.78 %	1.22 %
4213-2 Gasoline Sales	333.63	787.54	-57.64 %	0.06 %
Total 4213 Marina Fuel Revenue	21,931.82	20,839.12	-5.24 %	3.89 %
4214 Marina Power and Water Revenue	580.00	1,016.25	-42.93 %	0.10 %
4215 Shower	795.00			0.14 %
4350 Willow Creek Lease Revenue	12,000.00	5,000.00	140.00 %	2.13 %
4400 Donations/Gifts		30.00	-100.00 %	
4211-6 shower Donation	76.00	315.84	-75.94 %	0.01 %
Total 4400 Donations/Gifts	76.00	345.84	-78.02 %	0.01 %
4500 Miscellaneous Income	3,642.72	1,331.50	173.58 %	0.65 %
Beginning Fund Balance		38,043.20	-100.00 %	
Total GENERAL FUND RESOURCES	432,619.50	461,815.58	-6.32 %	76.66 %
RESERVE FUND RESOURCES				
9002 Interest Earned Reserve Fund	4,029.32	2,284.80	76.35 %	0.71 %
Total RESERVE FUND RESOURCES	4,029.32	2,284.80	76.35 %	0.71 %
Total Income	\$564,366.36	\$728,469.16	-22.53 %	100.00 %
GROSS PROFIT	\$564,366.36	\$728,469.16	-22.53 %	100.00 %
Expenses				
6560 Payroll Expenses	406.00	228,273.89	-99.82 %	0.07 %
Company Contributions				
Health Insurance	80,744.28	6,728.69	1,100.00 %	14.31 %
Retirement	43,518.96	1,832.33	2,275.06 %	7.71 %
Total Company Contributions	124,263.24	8,561.02	1,351.50 %	22.02 %
Taxes	14,708.04	1,173.09	1,153.79 %	2.61 %
Wages	191,456.40	15,269.38	1,153.86 %	33.92 %
Total 6560 Payroll Expenses	330,833.68	253,277.38	30.62 %	-58.62 %
8400 ECON.DEVELOP.FUND EXPENSES				
CAPITAL OUTLAY				
8431 Land Improvements/Development	1,516.93	801,036.24	-99.81 %	0.27 %
8432 Engineering & Surveying	73,258.50	5,769.00	1,169.86 %	12.98 %
8435 Building Projects/Tenant Improv	4,615.61	11,882.00	-61.15 %	0.82 %
Total CAPITAL OUTLAY	79,391.04	818,687.24	-90.30 %	14.07 %
DEBT SERVICE				
8441 Loan - Principal	5,839.75	9,715.20	-39.89 %	1.03 %
8442 Loan - Interest	1,244.25	2,428.80	-48.77 %	0.22 %
Total DEBT SERVICE	7,084.00	12,144.00	-41.67 %	1.26 %

PORT OF ARLINGTON

Profit and Loss July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
MATERIALS AND SERVICES				
8423 Legal Fees	2,625.00	1,470.00	78.57 %	0.47 %
8424 Office Supplies & Equipment	-52.18	284.69	-118.33 %	-0.01 %
8424-3 Consultant	17,942.70	12,000.00	49.52 %	3.18 %
8425 Utilities	5,038.25	417.00	1,108.21 %	0.89 %
8426 Advertising & Marketing	2,598.39	1,146.00	126.74 %	0.46 %
8426-1 Dues & Subscriptions	500.00	300.00	66.67 %	0.09 %
8429 Building Insurance	14,592.00	14,283.00	2.16 %	2.59 %
8430 City of Arlington Insitu Lease		3,600.00	-100.00 %	
8430-4 Property Taxes	19,181.53	22,575.26	-15.03 %	3.40 %
Total MATERIALS AND SERVICES	62,425.69	56,075.95	11.32 %	11.06 %
PERSONNEL SERVICES				
8410 Officer		7,583.32	-100.00 %	
Total PERSONNEL SERVICES		7,583.32	-100.00 %	
Total 8400 ECON.DEVELOP.FUND EXPENSES	148,900.73	894,490.51	-83.35 %	26.38 %
8500 Gronquist Fund Expences				
GRONQUIST CAPITOL OUTLAY				
8633 Grant Match Gilliam County		7,200.00	-100.00 %	
Total GRONQUIST CAPITOL OUTLAY		7,200.00	-100.00 %	
Materials and Services				
8521 Utilities	20,939.01	11,899.32	75.97 %	3.71 %
8521-1 Credit Card Fees		16.69	-100.00 %	
8522 Office Supplies and Equipment	211.59	1,123.15	-81.16 %	0.04 %
8523 Legal Fees	504.00	966.00	-47.83 %	0.09 %
85230 Building Maintenance	1,841.44	5,533.12	-66.72 %	0.33 %
8524 Insurance - Treasurer Bond	4,000.00			0.71 %
8525 Dues / Subscriptions / Fees	75.00	151.10	-50.36 %	0.01 %
8527 Telephone and Internet	704.00	768.00	-8.33 %	0.12 %
8528 Supplies	7.96	505.45	-98.43 %	0.00 %
8529 Fire Suppression System Inspec	1,004.67	868.23	15.71 %	0.18 %
8531 Alarm Monitoring	648.00	648.00	0.00 %	0.11 %
8532 Pest Control / Fertilizer	81.94	396.48	-79.33 %	0.01 %
8536 Property Taxes	5,972.40			1.06 %
8539 Misc	40.00			0.01 %
Total Materials and Services	36,030.01	22,875.54	57.50 %	6.38 %
Personnel Services				
8510-3 Maintenance	183.81	2,287.44	-91.96 %	0.03 %
Total Personnel Services	183.81	2,287.44	-91.96 %	0.03 %
Total 8500 Gronquist Fund Expences	36,213.82	32,362.98	11.90 %	6.42 %

PORT OF ARLINGTON

Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
GENERAL FUND EXPENSES		439.06	-100.00 %	
ADMINISTRATION EXPENSES		1,794.25	-100.00 %	
6000 Personal Services - AD	1,854.00	10,577.41	-82.47 %	0.33 %
6008 Port Manager		7,630.62	-100.00 %	
6009 Administrative Assistant		7,374.40	-100.00 %	
6011 Payroll Taxes - Staff	242.38	4,764.25	-94.91 %	0.04 %
6012 Training	40.00	408.17	-90.20 %	0.01 %
6013 Workmens Compensation	2,031.41	3,563.65	-43.00 %	0.36 %
6015 Employee Benefits Insurance	88,990.01	107,714.27	-17.38 %	15.77 %
6016 Employee Benefits Retirement		3,619.91	-100.00 %	
Total 6000 Personal Services - AD	93,157.80	145,652.68	-36.04 %	16.51 %
6100 Materials and Services - AD				
6111 Utilities	3,440.80	3,620.67	-4.97 %	0.61 %
6112 Office Supplies and Equipment	5,052.24	3,840.32	31.56 %	0.90 %
6113 Legal Fees	2,761.01	4,461.76	-38.12 %	0.49 %
6115 Dues, Subscriptions, Fees	4,023.61	4,709.89	-14.57 %	0.71 %
6115-1 Credit Card Fees	3,949.64	3,590.04	10.02 %	0.70 %
Total 6115 Dues, Subscriptions, Fees	7,973.25	8,299.93	-3.94 %	1.41 %
6116 Audit, Budget, Legal Notices	417.00	620.50	-32.80 %	0.07 %
6117 Telephone and Internet Srv.	2,572.32	2,916.08	-11.79 %	0.46 %
6118 Advertising - AD	275.88			0.05 %
6119 Commissioner Fees/Expenses	985.66	1,551.84	-36.48 %	0.17 %
6121 Donations	800.00	650.00	23.08 %	0.14 %
6122 Meetings and Elections	770.26	569.89	35.16 %	0.14 %
6123 Miscellaneous - AD	159.95	448.02	-64.30 %	0.03 %
6125 Training	200.00	75.00	166.67 %	0.04 %
6127 Commissioner Conference & Trave	125.00			0.02 %
6128 Staff Travel/Food/Lodging	1,612.65	268.56	500.48 %	0.29 %
6129 Postage	68.00	60.00	13.33 %	0.01 %
Total 6100 Materials and Services - AD	27,214.02	27,382.57	-0.62 %	4.82 %
6150 Capital Outlay - AD				
6151 Land/Improvements/Developments	3,080.76			0.55 %
6154 Office Equipment	5,577.78	760.70	633.24 %	0.99 %
Total 6150 Capital Outlay - AD	8,658.54	760.70	1,038.23 %	1.53 %
Total ADMINISTRATION EXPENSES	129,030.36	175,590.20	-26.52 %	22.86 %

PORT OF ARLINGTON

Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
ISLAND PARK		210.00	-100.00 %	
6600 Personal Services				
6610 Maintenance Person		2,287.44	-100.00 %	
Total 6600 Personal Services		2,287.44	-100.00 %	
6620 Materials & Services		45.30	-100.00 %	
6622 Sanitation	1,679.75	974.00	72.46 %	0.30 %
6623 Comfort Station Supplies	885.75	984.60	-10.04 %	0.16 %
6624 Park Electricity	7,605.46	7,212.73	5.44 %	1.35 %
6625 Pest Control / Chem & Fert.	81.94	468.99	-82.53 %	0.01 %
6626 Insurance	2,500.00	1,957.00	27.75 %	0.44 %
6627 Park Maintenance & Supplies	1,440.79	4,496.34	-67.96 %	0.26 %
Total 6620 Materials & Services	14,193.69	16,138.96	-12.05 %	2.51 %
6630 Capital Outlay				
6631 Park Improvements	880.00	851.92	3.30 %	0.16 %
Total 6630 Capital Outlay	880.00	851.92	3.30 %	0.16 %
Total ISLAND PARK	15,073.69	19,488.32	-22.65 %	2.67 %
MARINA				
6700 Personal Services				
6710 Maintenance Person		1,524.96	-100.00 %	
Total 6700 Personal Services		1,524.96	-100.00 %	
6720 Materials & Services	24.18	67.66	-64.26 %	0.00 %
6721 Marina Electricity	1,869.96	3,260.49	-42.65 %	0.33 %
6723 Insurance	2,700.00	1,973.83	36.79 %	0.48 %
6724 Marina Maint. & Supplies	1,587.93	6,107.03	-74.00 %	0.28 %
6726 Contractural Services		1,199.00	-100.00 %	
6727 Marina Fuel	-8.47	856.00	-100.99 %	-0.00 %
6727-1 Marina Gas	3,846.50	16,595.79	-76.82 %	0.68 %
6727-2 Marina Diesel	3,047.50	3,593.25	-15.19 %	0.54 %
Total 6727 Marina Fuel	6,885.53	21,045.04	-67.28 %	1.22 %
Total 6720 Materials & Services	13,067.60	33,653.05	-61.17 %	2.32 %
6730 Capital Outlay				
6731 Marina Improvements	394.76	375.00	5.27 %	0.07 %
6733 Marina Equipment	7,106.22			1.26 %
Total 6730 Capital Outlay	7,500.98	375.00	1,900.26 %	1.33 %
Total MARINA	20,568.58	35,553.01	-42.15 %	3.64 %

PORT OF ARLINGTON

Profit and Loss

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE	% OF INCOME
RV PARK EXPENSES			-105.00	100.00 %
6300 Personal Services - RV				
6310 Maintenance Person - RV			1,524.96	-100.00 %
Total 6300 Personal Services - RV			1,524.96	-100.00 %
6320 Materials & Services - RV				
6321 Water Fees - RV	4,011.40	4,021.79	-0.26 %	0.71 %
6322 Sanitation - RV	1,850.45	1,897.50	-2.48 %	0.33 %
6323 Electricity - RV Park	12,421.27	11,804.27	5.23 %	2.20 %
6324 WIFI - RV	1,430.00	1,560.00	-8.33 %	0.25 %
6325 Advertising - RV		307.00	-100.00 %	
6326 Maintenance & Supplies - RV	296.77	598.51	-50.42 %	0.05 %
6327 Insurance - RV	2,000.00	1,957.00	2.20 %	0.35 %
6329 Sewer	4,528.24	4,829.90	-6.25 %	0.80 %
6330 Donations & Gifts Expense		-11.00	100.00 %	
Total 6320 Materials & Services - RV	26,538.13	26,964.97	-1.58 %	4.70 %
Total RV PARK EXPENSES	26,538.13	28,384.93	-6.51 %	4.70 %
WILLOW CREEK QUARRY	1,200.00			0.21 %
6520 Materials & Services - WQ				
6522 Legal Fees - WQ	567.00	189.00	200.00 %	0.10 %
6525 Contractual Services	57.75	1,260.00	-95.42 %	0.01 %
Total 6520 Materials & Services - WQ	624.75	1,449.00	-56.88 %	0.11 %
Total WILLOW CREEK QUARRY	1,824.75	1,449.00	25.93 %	0.32 %
Total GENERAL FUND EXPENSES	193,035.51	260,904.52	-26.01 %	34.20 %
PARK & MARINA EXPENSES				
6220 Materials and Services - PM	125.29			0.02 %
6229 Maintenance & Supplies - PM	6,130.00			1.09 %
Total 6220 Materials and Services - PM	6,255.29			1.11 %
Total PARK & MARINA EXPENSES	6,255.29			1.11 %
Reimbursements	7,322.65	500.00	1,364.53 %	1.30 %
Unapplied Cash Bill Payment Expense	-3,131.84	0.00		-0.55 %
Total Expenses	\$719,429.84	\$1,441,535.39	-50.09 %	127.48 %
NET OPERATING INCOME	\$-155,063.48	\$-713,066.23	78.25 %	-27.48 %
Other Expenses				
1003-1 LGIP-Misc.	0.05			0.00 %
8600 Environ. Sentry Corp. Projects	74,655.45	3,939.50	1,795.05 %	13.23 %
Total Other Expenses	\$74,655.50	\$3,939.50	1,795.05 %	13.23 %
NET OTHER INCOME	\$-74,655.50	\$-3,939.50	-1,795.05 %	-13.23 %
NET INCOME	\$-229,718.98	\$-717,005.73	67.96 %	-40.70 %

Regular Commission Meeting
MINUTES
Thursday, August 8, 2024, at 5:00PM
Lower Conference Room, Gronquist Building
1650 Railroad Ave, Arlington, OR 97812

1. **The Port of Arlington Commission meeting was called to order at pm by.**

Present: President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther, Administrative Assistant, Kayla Rayburn, and Attorney Anna Cavaleri.

Absent:

Audience: Grant Wilkins, Tiffany Wilkins, Mike Aldreit, Carson Valley (via Zoom, left 5:55), Brian Point (left 5:57).

2. **Public Comment-** None

3. **Consent Agenda**

3.1. Approve Regular Meeting Minutes for June 13, 2024

3.2. Approve Regular Meeting Minutes for July 11, 2024

3.3. Approve July 2024 Accounts Payable and Financials

Motion: Wilson moved, and Wilkins seconded, to approve Regular Meeting Minutes for June 13, 2024, July 11, 2024, and the July Accounts Payable and Financials. Motion passed unanimously.

4. **Public Workshop- Willow Creek Industrial Plan- by Points Consulting**

Jed thanked Brian and Carson and let Brian Points lead the discussion regarding Willow Creek. Brian welcomed and thanked everyone for coming. He gave a brief overview of what they have been working on for the site thus far. He wanted to remind the group that with the acreage of land the Port has, it is not limited to just one option. Right now, they are steering away from the heavier industrialized options due to limited utilities at the site. He presented a few options splitting the land into 3 options/areas with different development in each option. He gave some more options to consider... Motorsports arena, wind sports launch site, education/community cultural center, disc golf & walking trails, lay down yard, flex space, Contractor Buildings, farm store, and Roadside attraction/store. Brian worked through the rest of the presentation answering questions as they were presented. Adjusting the focus, adding and removing ideas to build on.

5. **Director Report**

5.1. Columbia River Pump Station-Port/City Intergovernmental Agreement (IGA)

Crowther advised Anna drafted an IGA and presented it to Ruben Cleaveland, City of Arlington's Attorney. It was approved by the City of Arlington Last night August 7, 2024. There was no opposition to the IGA as presented.

Motion: Wilkins moved and Krebs seconded, to approve and sign the IGA for the Columbia River Pump Station with the City of Arlington. Motion passed unanimously.

5.2. Connect Oregon Grant Application- Linus Pauling Field- Aviation Fuel

Crowther presented at the Connect Oregon Grant, and the project scored extremely low on the list of grant applications. Since then, with the Lone Rock fire, and lack of fuel accessibility for emergency vehicles where fuel at the airport would have helped has occurred. This may have an effect on the decision to reevaluate the importance of fuel at the airport. Crowther is going to put together a letter, with photos showing all the fuel having to be hauled in for emergency vehicles. This would be public testimony part of the application process that may help improve the chances. Several commissioners decided both a verbal and written testimony would help increase the chances.

5.3. Condon Grade School- Oregon Brownfield Conference, EPA Work Plan

The Sentry Corp has received funding for development, and funding for remediation. That's a good starting point for redevelopment and would make a good match for any further funding that is available. Discussion for the timeline that would take place now for remediation, contractor, and giving the building back to the City of Condon.

6. Presidents Report, Leah Shannon

Nothing to Report

7. Commissioner Reports

7.1. **Ron Wilson**-nothing

7.2. **Kip Krebs**- Port of Arlington Basketball tournament, 13 teams, 3 middle school, 6 High School, 4 adults' teams. Between donation and entry fees there was \$1,180 in prize money, champion shirt/hydro flask/Wednesday night rodeo ticket/ port hats to hand out to participants. For next year there was a generous donation for penny jerseys, with digital score boards (score board/time). He wanted to acknowledge that there is a lot of excitement from parents that this tournament is something for the youth and adults. There was a lot of interest in expanding to more age groups next year.

7.3. **Gibb Wilkins**- There was another break in at the Old Grade school with some vandalism. He is working on some security updates with the city crew to implement moving forward. The city of Condon is having 14 houses being built this summer, which is more than they have had in a decade.

8. Next Meeting

September 12, 2024, in Arlington at 5pm.

9. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 6:22pm.

President Leah Shannon

Vice President Ron Wilson

**Emergency Port Meeting
MINUTES
VIA ZOOM
5:00pm**

1. The Port of Arlington emergency Port meeting was called to order at 5:04pm by Leah Shannon.

Present: President Leah Shannon; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther, Administrative Assistant, Kayla Rayburn, and Attorney Anna Cavaleri.

Absent: Vice President Ron Wilson

Audience: Les Ruark

2. Public Comment- None

3. Boat Removal

3.1. Update

Jed Crowther gave an update on the sunken boat, Mermaid, that occurred in the Port of Arlington Marina. The Boat is now removed from the water and placed on land in the boat/trailer parking lot. The Port did have to sign and MOA with DEQ/EPA, even though ultimately the responsibility does fall on the Owner of the boat Ed Stanton. This meeting is with the purpose for the Port to sign a disposal contract with FDS, who is the company who recovered the boat from the water. Crowther stated he has reached out to SDAO for a pre-loss consultation. It was considered the best option for the Port to work with FDS regarding disposal because of our proximity to WM landfill/Chem Waste facility to get it disposed in a timely manner. There was testing on the boat sent to labs, to determine which facility will be used, and if Chem waste there could be a cost associated with disposal.

3.2. Public Contracting ORS 279.080(1) & Public Meeting ORS 192.640(3)

Anna Cavaleri stated The Port was using ORS 192.640(3) to call a meeting with less than 24-hour notice. The boat had to be removed and had to be placed on land in the Ports parking lot. The liability ultimately falls on Mr. Stanton, but it is a public safety issue with how it sits now. The purpose of the meeting is to dispose of it in a timely manner and the discussion could not wait until the next regularly scheduled meeting to sign a contract for removal. ORS 279.080(1) allows us to contract with FDS for removal of the boat because of their availability and proximity to the Port already. They were the contractor hired to remove the boat from the marina and are already available at the Port to start removal. Greiner asked about what the contract and approval that was being brought tonight to discuss and sign. Anna stated she had not seen the contract yet so wanted any motion to be contingent upon her review.

Motion: Greiner moved and Wilkins seconded to grant Jed Crowther the Authority to sign a boat removal contract with FDS upon legal review, and not to exceed \$150,000. Motion passed unanimously.

Les Ruark, wanted to compliment Executive Director Jed Crowther and Kayla on their response and actions. He suggested, or asked should the Port do more lengthy inspections on boats leasing there after listening to the risk to the Port and Core of Engineers. Crowther replied that the response by James and Kayla was quick, and they immediately checked the Ports equipment (power pedestal which was working properly and did not fail) upon arrival that night, and reported the boat immediately to the proper channels. Anna was going to investigate the Ports authority to increase

the insurance threshold for boat owners in the marina, and they would discuss it at the next Port meeting.

4. Adjourn Meeting

President Shannon adjourned the emergency Port meeting at 5:38pm.

President Leah Shannon

Vice President Ron Wilson



DIRECTOR REPORT

September 4, 2024

4A. Sunken Vessel Placement and Removal Update

Thanks to James and Kayla for immediate response to the sunken vessel and notifying agencies. EPA led initial efforts for spill response. As placement on land was contemplated, it involved coordination with EPA, Oregon Department of Environmental Quality (DEQ) and US Army Corps of Engineers (Corps). After extended communication with Anna, Port legal counsel, I signed the Memorandum of Understanding for the Port (*attached*).

Timely updates were given to the Corps for spill response, boat removal, and placement on land. Samples were tested for potential contamination, with a profile for review by Waste Management. Since then, a Removal Plan (*attached*) was submitted to the Corps, for forthcoming boat disposal, and for suitable restoration of the boat parking area.

4B. SDIS Safety & Security Grant Application

The Port applied for additional cameras in the amount of about \$2500. No match is required.

4C. Other

- 1. Aviation Fuel Testimony Given (*Attached*)**
- 2. Condon Grade School – EPA Work Plan Review (*Underway*)**

4A1

MEMORANDUM OF UNDERSTANDING BETWEEN THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY, OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY, AND PORT OF ARLINGTON, REGARDING DISPOSITION OF SUNKEN VESSEL THE MERMAID

1. PARTIES. The parties (collectively, the "Parties") to this Memorandum of Understanding ("MOU") are the United States Environmental Protection Agency ("EPA"), Oregon Department of Environmental Quality ("DEQ"), , and the Port of Arlington, Oregon ("Port of Arlington").
2. PURPOSE. The purpose of this MOU is to set forth terms by which the Parties will achieve permanent disposition of the sunken M/V The Mermaid (owned by Edward Stanton, hereinafter "Vessel") currently located at the Port of Arlington Marina - the water and surrounding land on the Columbia River in Arlington, Oregon (owned by the United States, managed by the U.S. Army Corps of Engineers, and leased to the Port of Arlington) where the Vessel is currently located and will be placed at a designated predetermined location on land after it is raised, oil off loaded, and dewatered.
3. CURRENT SITUATION. The Vessel is currently at the Port of Arlington Marina slip B1.
4. CONCEPT OF OPERATIONS. EPA is the lead federal agency responsible for mitigating the discharge or substantial threat of a discharge of oil to Waters of the United States. EPA entered into a Pollution Removal Funding Authorization with Oregon DEQ under the Clean Water Act, as amended by the Oil Pollution Act of 1990 ("PRFA" - Federal Project Number ZOGT-UCGPE24006). The scope of work in the PRFA includes contracting with qualified experts to dive on the vessel and run lifting straps and raise this vessel with a crane barge. While the Vessel is being raised, oil off loading and dewatering of the Vessel will be conducted. Once the Vessel is raised, it will be placed on a barge to safely conduct oil mitigation. After completing oil mitigation, the EPA will oversee DEQ's transport of the Vessel to a predetermined location.

5. RESPONSIBILITIES:

EPA

- a. Conduct and/or oversee oil removal activities consistent with the National Oil and Hazardous Substances Pollution Contingency Plan (40 CFR § 300 et seq.) to mitigate the substantial threat of an oil discharge from the Vessel; and if necessary, respond to actual discharges of oil from the Vessel. This may include entering into a Pollution Removal Funding Authorization with other entities, such as Oregon DEQ, to conduct portions of the response activities.
- b. Oversee DEQ's transport of the Vessel via crane barge to the designated predetermined location. Ensure that containment measures are in place at the predetermined location before the transport of the Vessel to prevent, mitigate, and/or minimize any further discharges of oil to waters of the United States or adjoining shorelines.
- c. Transfer custody and control of the Vessel to Edward Stanton at the designated predetermined location and document the transfer (i.e., letter of disengagement from EPA to Edward Stanton). Upon transfer, the EPA will have no further involvement in or oversight of Vessel disposition.

Oregon DEQ

- a. Contract to place oil containment boom around the Vessel when necessary to mitigate the threat of oil discharge.
- b. Contract for commercial diving operations to raise, off load oil, and dewater the Vessel.
- c. Contract to remove all recoverable oil products from the Vessel and dispose of these products in accordance with applicable laws and policy.
- d. Contract to transport the vessel to the designated predetermined location.
- e. Contract to document response activities involving the Vessel.
- f. Maintain communication with and provide oversight of Edward Stanton and the Port of Arlington in the execution of their respective responsibilities listed below.

Port of Arlington

- a. Facilitate communications regarding transfer of custody, care, and control of the Vessel to Edward Stanton once the EPA and DEQ have met their responsibilities under this MOU.
- b. Subject to the Port's receipt of written consent from an authorized representative of the U.S. Army Corps of Engineers, the Port will permit the temporary placement of the Vessel on land located in the southwest portion of the paved boat parking area at the Port of Arlington Marina until the Vessel is removed and disposed of by Edward Stanton.
- c. Provide any copies of insurance agreement which may provide coverage for this incident to the EPA and Oregon DEQ.

6. POINTS OF CONTACT.

EPA:

Monica Tonel

Federal On-Scene Coordinator

(206) 348-2692

Tonel.Monica@epa.gov

ODEQ:

Charles Kennedy

State On-Scene Coordinator

(541) 650-2326

Charles.kennedy@deq.oregon.gov

Port of Arlington :

Jed Crowther

(541) 705-2004

Jed.crowther@portofarlington.com

7. OTHER PROVISIONS. Nothing in this MOU is intended to conflict with current law or regulation or the directives of the United States Environmental Protection Agency or the State of Oregon. If a term of this MOU is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect. The Parties certify that they enter into this agreement voluntarily, and that each is fully authorized to enter into the terms and conditions of this MOU and to bind the Party he or she represents to this document.

9. EFFECTIVE DATE. The terms of this MOU will become effective on August 24, 2024.

10. MODIFICATION. This MOU may be modified upon the mutual written consent of the Parties.

11. TERMINATION. The terms of this MOU, as modified with the consent of all Parties, will remain in effect until completion of project, or upon agreement of the Parties. Upon 10 days written notice to the other Parties, a Party may terminate this MOU.

APPROVED BY:

Date:

Date:

Stephanie Wenning
Emergency Response & Removal Section Manager
Superfund Emergency Management Division
U.S. EPA Region 10

Charles Kennedy
State On-Scene Coordinator
Oregon DEQ

Date:



Jed Crowther

Executive Director
Port of Arlington
Arlington, Oregon

4A2

Port of Arlington
Sunken Vessel Removal Plan
September 4, 2024

Note: Recovery and temporary placement on land is documented by prior communications.

Removal Tasks:

1. **Sampling** – Samples delivered to JSE Labs. Results received and forwarded.
2. **Profile** – Created in Waste Management (WM) – Environmental reviews underway.
3. **Scheduling** – Coordination with local disposal site, upon formal approval from WM.
4. **Wreck Removal Plan Details**
 - A. **Site Security** – Safety fencing, safety cones, and safety tape to limit public access.
 - B. **Containment Pads** – Prepared prior to placement on land, utilized to contain spills.
 - C. **Spill Prevention** – Materials to be maintained within containment area. Any spills to be remediated as per established environmental regulations.
 - D. **Contract** – Emergency Port Board Meeting – Timely action to remove the vessel.
 - E. **Method** – Contractor to use excavator to safely dismantle and collect materials.
 - F. **Pavement Preservation** – Precautions to minimize impact and restore if needed.
 - G. **Loading and Transport** – Roll-off and/or dump trucks for delivery to WM.
 - H. **Site Restoration** – Proper removal of all remaining materials.
 - I. **Parking Lot** – Street sweeper to capture, clean, and remove any residue.

2024 - 2025 SDIS SAFETY & SECURITY GRANT APPLICATION

Name of SDAO Member District: Port of Arlington

Complete Mailing Address: _____ Phone Number: 541-705-2004

PO Box 279, Arlington, OR 97812 Fax: _____

Contact Person: Jed Crowther E-Mail: Jed.Crowther@PortofArlington.com

Brief description of safety and security project:

Enhancement of Port and RV Park security by installation of a modern electronic surveillance system. These needed enhancements will update our old system to better serve and expand our surveillance coverage area.

Total cost: \$2501.76

Breakdown of cost(s)*: _____

(4) Eufy S330 motion detect cameras @\$150 each; (1) Eufy E330 24-7 recording camera @\$130; (1) Eufy Homebase unit @\$190; (1) Terabyte hard-drive @\$80 = \$1000 materials cost only (to be installed by Port staff). PLUS the attached Arlington TV Cooperative quote: \$1501.76. TOTAL = \$2501.76

Impact on staff, volunteers, and/or community safety: _____

This safety and security upgrade project will deter crime, protect property, and ensure safety of patrons and employees. We appreciate this grant to provide safety and to continue to welcome visitors to the Port.

***NOTES:**

- Routine maintenance to existing facilities and/or equipment and normal business expenses will not be considered.
- Labor costs for district employees are not eligible for in-kind matching.

To be considered, your grant application must be completed in full and submitted to SDAO no later than noon on Wednesday, November 20, 2024. Submit completed applications to SDAO, **PO Box 12613, Salem, Oregon 97309** or e-mail to rcarroll@sdao.com. You can download a copy of the application on our website at <https://www.sdao.com/safety-security-grant-program>. Questions? Contact Rebecca Carroll at rcarroll@sdao.com.





Quotation

PO Box 184
 1300 Cottonwood St.
 Arlington, OR 97812
 Phone: (541) 705-3506 Fax: (541) 705-3049

DATE August 8, 2024
Quotation # 105
Customer ID PortofArlington

Bill To:

Quotation valid until: November 6, 2024

Port of Arlington
 P.O. Box 279 Arlington, OR 97812-0279
 Arlington, OR 97812
 Phone: (541) 705-2004

Prepared by: John Neys

This quote is for installation of two surveillance cameras on restroom building and connect to wireless network

Description	AMOUNT
PTZ Camera - Reolink RLC-823S2 Smart 4K PTZ PoE Security Camera with 16X Optical Zoom 2@\$378.35	\$ 756.70
256GB Ultra microSDXC 2@\$29.89	\$ 59.78
Reolink PoE Switch with 8 PoE Ports 1@\$80.49	\$ 80.49
Ubiquiti UAP-AC-M-PRO-US Unifi Access Point 1@\$312.79	\$ 312.79
Hardware	\$ 92.00
Labor	\$ 200.00
TOTAL	\$ 1,501.76

If you have any questions concerning this quotation, Contact John, (541) 705-3506, info@arlingtontvcoop.net

THANK YOU FOR YOUR BUSINESS!

4C1

August 15, 2024

ODOT – Connect Oregon 9 – Public Hearing

Aviation Fuel Testimony

Thanks for providing an opportunity to provide additional testimony at this hearing today. I am Jed Crowther, Executive Director of the Port of Arlington. We submitted our project for Linus Pauling Field Fuel Storage & Sales. The site is State Aviation owned/operated.

Unfortunately, our region recently experienced a major catastrophic emergency incident, by the Lone Rock wildfire which destroyed over 137,000 acres. We appreciate multiple responders for valiant efforts to coordinate plans, preserve lives, and protect structures. Looking back, this disaster heightens the importance of aviation fuel storage.

In my view, one of the lessons learned – and one of the most vital tools that is missing – is to have aviation fuel readily available, to be able to coordinate timely response by air. Fuel tanker trucks were mobilized later to deliver aviation fuel in the days that followed, but noticeably delayed having this option for more immediate response.

For these reasons, I strongly urge the committee to support our aviation fuel storage plan. It fully syncs with State Aviation and builds on our grassroots community match support. Please be prepared and proactive at Linus Pauling Field – to add aviation fuel storage.

Our request is a much smaller amount compared to others, to move up in the rankings and fill a gap depending on total funds available.

Thank you,

JED CROWTHER
Executive Director



100 Port Island Road
Arlington, OR 97812
(541) 705-2004

Photos attached: Tanker trucks arriving later with aviation fuel to battle Lone Rock fire.