



Budget Workshop Agenda

Tuesday March 9, 2021

4:00 pm

Meeting Location:

Port of Arlington - 100 Port Island Rd.

1. Port Project Discussion
 - 1.1 Island Park Bathroom Project
 - 1.2 Island Park Water Extension
 - 1.3 Capital Projects
 - 1.4 Gronquist Building
2. Budget Committee Meeting Date Proposed May 11, 2021 at 4 pm

Regular Commission Meeting Agenda

Immediately Following Workshop

Meeting Location:

Port Office

1. Call meeting to order
2. Public Comment on non-agenda items
3. Consent Agenda:
 - Approval of February 16, 2021 Commission Meeting Minutes
 - Approval of February 2021 Payables and Financials
4. President's Report –
5. Commissioner's Reports –
6. Economic Development Updates -
7. Administration-
 - 7.1 Resolution 2021-148 - Transfer of Funds from Willow Creek Fund to Economic Development Fund for the Purchase of the Gronquist Build
 - 7.2 Meadow Outdoor Advertising – Billboard Contract Expired
 - 7.3 Consider Approval of Port Manager Hiring Procedure as Presented
 - 7.4 Consider Approval for Budget Committee
 - 7.5 Consider Port Board Meeting Date of the 3rd Tuesday of each Month
 - 7.6 Consider Approval for Budget Calendar

Upcoming Meetings:

Regular Commission Meeting on Tuesday, April 13, 2021 - 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 / 541-705-2004

Posted: Tuesday, April 6, 2021: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington; Condon Times-Journal; Arlington City Hall; Port Office and Website.

0-2019

**Port of Arlington
Regular Monthly Commission Meeting**

FEBRUARY 2021 PAYABLES

Resources:

Deposits and Credits through 2/28/2021 (see attached detail)

Total Deposits and Credits-- All Accounts \$ 55,858.13

Expenses:

Checks Written: 9532 through 9554

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

Total Expenses and Transfers-- All Accounts (\$66,584.71)

Bank Balance Information:

Ending Balance as of 2/28/21 : Bank of Eastern Oregon Checking: \$ 247,895.10
Bank of E. Oregon Reserve Fund: \$ 77,373.44
Bank of E. Oregon Muni Market Fund: \$ 528,818.48
LGIP: (2/28/21) \$1,297,396.84

Commission President Ron Wilson

Vice President Dewey Kennedy

Regular Commission Meeting
MINUTES
Port of Arlington
February 16, 2021
5 p.m.
Port Office – 100 Port Island Rd.
Arlington, OR

1. **The Port of Arlington Commission meeting was called to order at 5:02 pm by President Wilson.**

Those Present: President Wilson; Vice President Kennedy; Commissioner Shaffer; Commissioner McGuire; Port Manager / Economic Development Officer, Peter Mitchell; Admin. Asst. Kelly Margheim; Attorney Ruben Cleaveland;

Absent: Commissioner Hunking

Audience: Commissioner Shannon, Leah Shannon, Jeff Dane, Tia Devin, Nancy Proctor

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

3. **Consent Agenda:**

- Approval of January 12, 2021 Commission Meeting Minutes
 - Approval of January 2021 Payables and Financials
- Commissioner Shaffer moved to approve the consent agenda and Commissioner McGuire seconded. The motion carried 4-0.

4. **President's Report:** President Wilson shared a thank you from Gilliam County Auction Committee.
President Wilson received an email from Les Ruark regarding a letter he would like entered into the public record. The board acknowledged Mr. Roark's concerns, added the letter to the Port's record, and the Board will see if the Port can accommodate some of the issues raised in the future. Some of the listed items the Port already practices.

5. **Commissioner Reports – None**

6. EDO Mitchell stated the Port received three bids on the bathroom and paving project. One of the bidders did not have all of the required documents and had to be rejected as a non-responsive bidder. The apparent winning bidder is M & M Excavating LLC. The lowest qualified bid came in \$95,000 over the estimated cost. The Marine Boards Grant was \$75,000 lower than expected. The Port was willing to cover one but its difficult to cover both the short grant and over budget bid. In the mean time, EDO Mitchell has submitted a grant to

EDO Continued:

Travel Oregon for \$45,000. Awards should be announced later this week. EDO Mitchell explained the Port could down size the project by remodeling the current restrooms but the Port still would not have storage or showers. The consensus of the Board is they would like the project to move forward but instructed EDO Mitchell to try to obtain more grant funding. EDO Mitchell will call the Marine Board and Pillar Consulting and see how long the project can be put on hold. Attorney Cleaveland suggested EDO Mitchell contact the winning bidder and see if they will leave the bid open for a short extended time while the Port looks for additional funding. The Board would like to discuss the Bathroom project at the next Port meeting.

7. President Wilson presented an email from Judge Farrar-Campbell with two dates for consideration to discuss Willow Creek. The Board's consensus is that Monday February 22, 2021 at 3:30 pm will work the best. Commissioner Shannon will let the County Court know tomorrow during the scheduled Court meeting

8. Tiah Devon and Nancy Proctor representing Columbia Hills Manor Inc. proposed to the Board the sale of the Gronquist Building. Tiah explained that she believes the Port is the perfect fit for owning and managing the Gronquist Building. Tiah stated the intention of the Gronquist was for a community center for all to use. Tiah said a government entity like the Port should purchase the Gronquist Building so its intended use could be fulfilled without such a heavy tax burden. Tiah contacted Judge Farrar-Campbell in November of 2020 to see what could be done. They set a public meeting for February 22, 2021 to discuss the future of the Gronquist building. Tiah handed out the building expenses for 2020 and also gave the Board an example of rental rates they have charged in the past. Tiah discussed each room and the features the building has. President Wilson asked about the sound issues in the upstairs rooms. Tiah contacted a company in Bend and it would cost approximately \$20,000 to place sound absorbing boards. They discussed uses for the downstairs. There are two electric meters, one upstairs and one downstairs.
Commissioner Shaffer moved to submit a sale agreement to Columbia Hills Manor Inc. for the purchase of the Gronquist building for \$200,000 and that the funds to be transferred from the Willow Creek fund. Commissioner Kennedy seconded. The motion carried 4-0

Break for dinner 6:09 pm
Reconvene to Regular Session at 6:30 pm

9. EDO Mitchell stated the Port received an Oregon Energy Trust Grant to replace the old light sodium halide lights over the RV Park, Boat Ramp, and fuel dock. The area lights up very nicely with no light pollution to the surrounding area. The Ports interior also received new LED lights and was painted. James and Kelly did an excellent job with office portion of the project.

EDO presented the Board with two engineering design proposals for Painted Hills Natural Beef project. One bid was from Livermore Architecture & Engineering and from Pillar Consulting. Painted Hills Natural Beef is considering at building at the Arlington Mesa Industrial Park. Leah Shannon asked about water demand and EDO Mitchell stated up on the Mesa the City's water is 700 gallon a minute and should be more than adequate for this project, but the engineer will be looking at the water need as part of the study and determine if the supply is adequate. Painted Hills is looking to lease the building from the Port once construction is complete. The plant will be a processing facility and not a slaughter facility.

Commissioner Shaffer moved to grant Pillar Consulting the bid with approval of \$5,000 including reimbursable expenses but will need prior Board approval if additional funding is needed. Commissioner McGuire seconded. The motion carried 3-1

Senator Merkley will be holding a Town Hall Zoom meeting March 10, 2021 at 4:00 pm. Board members are welcome to attend and ask questions.

10. Commissioner Shaffer provided the Board with a list of City of Condon's goals and priorities the City discussed at their annual retreat. Knowing the Ports plans for the immediate future is purchasing the Gronquist Building, Island Park water & sewer project, malt facility and Painted Hills Natural Beef project in addition to finishing up the Bathroom project. Commissioner Shaffer wondered if there was any Condon City project the Port could undertake?
The Port Board looked in detail at the City's project list and could not identify any projects on the City's Economic Development list suitable for the port at this time, but if any projects come up on the City's Industrial property the Port would like to participate. City Administrator, Kathryn Greiner, asked if the money set aside for the water extension at Condon's State-owned Airport could remain on the list of projects for the next Budget Year.
11. Staff presented Oregon Special Districts' proposal for assisting with the hiring process. This included an Outline Hiring Process for Port Manager/Economic Development Officer Position. After some discussion, the Board decided at the next meeting the Port will have a Manager Hiring process and timeline to approve on its own. Staff will prepare a position ad, benefits package, and an updated job description.

12.0 Administration

12.1 The Board's consensus is to schedule a Budget workshop Tuesday, March 9, 2021 at 4 p.m. and continue with the regular meeting afterwards, approximately 5 p.m.

12.2 Solutions Certified Public Account Audit Contract for 2020/2021 Audit. Commissioner Kennedy moved to approved Solutions to be the audit firm for the Port's 2020/2021 audit. Commissioner Shaffer seconded the motion. The motion carried 4-0

Meeting adjourned 6:42 pm

President Ron Wilson

Vice President Kennedy



Arlington Saddle Club

P.O. Box 475, Arlington, OR 97812

February 18, 2021

RODEO FOR 2021

Dear Sponsor

The Arlington Saddle Club is busy planning a new season. We would like to extend our gratitude for your generous donations in the past. As you know, we are a non-profit organization that started in 1955. Over the years we have continued to host events and maintain the rodeo grounds for families to enjoy. In the last few years we have added covers to the bleachers, updated the roping chute, replaced arena fencing and gates, and rebuilt our rough stock catch pens. This year we plan to continue to upgrade fencing and gates. This is possible only with the generosity of people like you. We have hosted several events at the Arlington rodeo grounds. These events include:

- **The Arlington Spring Buckle Series** – In the Spring.
- **The Annual Jackpot Rodeo – May 1 & 2, 2021.**
- **The Jr. Rodeo** – for kids ages 5 through 18.
- **Trail rides, poker rides and queen tryouts**
- **4-H Clinics and Horse Training Clinics**
- **Other Community Events, Tug-Of-War, Weddings, Family Reunion**

Your support is critical to the success of these events and is very much appreciated. Please see the attached form for all our different sponsorship packages. However, any support is appreciated. If you have any questions, please call any of the members listed below.

Sincerely,

Arlington Saddle Club

Melody Tucker: 256-438-0572

Ron Wilson: 541-454-2633

Joe Patnode: 541-980-7108

Jim Rucker: 541-454-2509

Arlington Saddle Club Sponsor Packages

Featured Rodeo Sponsor: \$1500 or more you will receive:

Company sign displayed prominently in the arena grounds.
Special recognition as a featured rodeo sponsor announced during the rodeo.
Sponsorship of a rodeo award which you may present to the winner.
Up to four of your Company representatives or guests will be issued a VIP Pass which will entitle them to:
Free admittance to all performances of our rodeos.
Free food and beverage privileges at our rodeos.

Corporate Plan: At least \$500 you will receive:

Company sign or banner displayed on the bucking chutes or arena gates.
Company recognition by the rodeo announcer during the rodeo.

Gold Business Plan: At least \$350 you will receive:

Company sign displayed in the arena.
Company recognition by the rodeo announcer.

Business Plan: At least \$200 you will receive:

Company sign displayed in the arena.

Event Plan: At least \$150 you will receive:

Sponsorship of an event. Your name and or business name will be announced during the event.

.....

Yes, I would like to sponsor Arlington Saddle Club with a donation of: _____.

Company Name: _____
Contact Name: _____
Address: _____
Phone: _____

In order to have your sign made for the rodeo please remit by April 5th.
Please remit to: Arlington Saddle Club
PO Box 475
Arlington, OR 97812

Thank you for your support.

73rd Annual
ARLINGTON JACKPOT

RODEO

May 1 & 2, 2021

Saturday & Sunday  Arlington, Oregon

Rodeo begins both days at 12:30 p.m.

Downtown Parade - Saturday, May 1st at 10:00 a.m.

Cowboy Breakfast - Sunday, May 2nd, 7-10 a.m. at the Masonic Hall

TICKETS

DAILY

Adults \$6.00

Children (12 & under) \$4.00

SEASON

Adults \$9.00

Children (12 & under) \$6.00

ENTRY BOOKS OPEN
Apr. 26 & 27 ~ 6-9 p.m.
CASH ONLY! 541-384-5815

\$5 Office Charge per
contestant except
Specialty Events

ENTRANCE
FEE INCLUDES
ONE
CONTESTANT
PASS

FEES

\$300 ADDED MONEY EACH DAY
ENTER ONE OR BOTH DAYS

Per Day

Tie Down Roping	\$50
Steer Wrestling	\$50
Barrel Racing (Timed by electric eye)	\$50
Team Roping (Per Roper)	\$50
Bareback Riding	\$50
Bronc Riding	\$50
Breakaway Roping (women & boys 14 & under)	\$50
Bull Riding <i>Limited</i>	\$90
Ranch Bronc Riding <i>Limited</i>	\$50
(no night latch) WSRR Sanctioned	

Specialty Events

Mutton Bustin' (50lbs & under)	\$10
Mini Bulls (75lbs & under)	\$35
Junior Barrel Racing (11-15)	\$15
Pee Wee Barrel Racing (10 & under)	\$10
Buddy Barrels (per team)	\$20

\$200 added, 2 person team (1 on horse, 1 on barrel), timed event,
person on horse picks up person on barrel at the end of the arena, they
ride double across the finish line.

Barrel Racing Awards to Pee Wee & Jr. Barrels Average Winners
All-Around Award \$500.00 Gas Card

FOR JACKPOT RODEO INFORMATION, CALL 256-438-0572

Grant Funding provided by Gilliam County and Gilliam County Cultural Coalition

DOGS WELCOME BUT MUST BE KEPT ON LEASH!

peter.mitchell@portofarlington.com

From: Development <development@traveloregon.com>
Sent: Wednesday, February 24, 2021 1:20 PM
Cc: Development
Subject: Destination Ready Application Response

Good afternoon,

Thank you for submitting an application to Travel Oregon's Destination Ready program.

Travel Oregon received 135 applications from organizations across the state for projects that support the development, enhancement, and stewardship of destinations to support recovery, livability and diversity. There were an incredible number of competitive applications, unfortunately far more than Travel Oregon was able to fund. After careful consideration and review by our selection committee, your submission was not awarded Destination Ready program funding.

Through our preliminary evaluation of your Destination Ready program submission, it is strongly recommended that your organization consider applying for Travel Oregon's upcoming Competitive Grants Program. Grant Guidelines for this program will be available on Travel Oregon's website on Tues., Mar. 2. The Competitive Grants Program will be accepting applications from March 15-31.

If you have questions regarding Travel Oregon's Competitive Grants Program or would like suggestions of how to make your application competitive for funding, reach out to grants@traveloregon.com.

We wish your organization the best in seeking other financial support for this project.

Sincerely,
Scott Bricker
Vice President, Destination Development
development@traveloregon.com

TRAVEL  **OREGON**

Port Manager/ Economic Development Report March 9, 2021

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.*

Administration

Port Manager/ Economic Development Officer, Peter Mitchell announced his desire to retire on June 4, 2021. Job posting will follow Port's March board meeting on the Port's website. Qualified candidate are encouraged to apply.

Economic Development

Painted Hills Natural Beef Processing Facility - The Port met with Painted Hills, County, State, and Congressional officials to access the needs for locating company's new processing facility in Arlington. After an extensive site selection, the Port's Arlington Mesa Industrial Park, was selected as their preferred site. Arlington is in the geo-center of the Pacific Northwest, on the pathway to company clients, and very close to Fossil, the company headquarters. Additionally, the site has all the needed utilities – water, sewer, power, and fiber internet, is adjacent to I-84, and has a welcoming community. The proposed USDA inspected meat processing facility will greatly enhance and improve the company's logistics and meat processing capabilities.

Painted Hills Natural Beef was founded by seven partner families in nearby by Wheeler County. The company is committed to high standards of quality in selecting, raising, feeding, and processing their beef. Today, over 100 family ranches work to supply beef to the highly regarded beef company. Next steps will follow once Pillar Consulting and Painted Hills finalize plant layout and the engineer develops a cost opinion for the facility. This project will be Pillar's fourth project at the Arlington Mesa Airport and Industrial Park.

Gronquist Building – Gilliam County Court hosted a public meeting with the Port and Columbia Manor Boards to discuss the future of the Gronquist Build. The building's heavy tax burden and yearlong pandemic has created an untenable situation for the nonprofit entity that owns the building built with County funds. Not wanting to see the building go into tax default the Port submitted a purchase agreement for the Gronquist building just prior to the meeting.

Public members of the audience provided excellent usage ideas for the building. Many suggestions coalesce around public health and public safety theme. Ideas presented included:

- Convert building to a Senior Living Facility

- North Gilliam County Public Health needs space. (Not to be confused with North Gillam County Health Department – the clinic is to remain on the Mall).
- Rehab services – Physical Therapy
- Gilliam County Offices – Judge, Commissioner, and staff’s Arlington office space.
- Workout Facility
- Community Counseling Center
- Community College Classes – Education students interested in the renewable energy industry.
- Dentistry
- Youth Recreation Center
- Sheriff’s Office

Many in attendance expressed that the upstairs portion of the building should remain a community space for life events and meeting spaces as the building was intended. It was further suggested that the downstairs portion of the Building be used to sustain the facility with long term rentals. Les Ruark noted that combability of tenants needs to be taken into consideration when making long term rentals.

The Port’s purchase agreement for the Gronquist building was accepted by Columbia Manor LLC a few days after the meeting. A settlement date is anticipated for late March early April.



Ground Breaking Ceremony for Gronquist Building, May 3, 2016, pictured are members of the Columbia Hills Manor board, Gilliam County Court, and building Contractor (Pictured left to right) - Jeff Wilkins, Swaggart Brothers, Inc. project manager - Jim Hightower, Commissioner Mike Weimer, Mike Keown, Commissioner Dennis Gronquist, Tiah Devon, Alcenia Wright, Nancy Proctor.

Island Park

Malt plant – The layout study and cost opinion results are still pending.

RV and Marina

Bathroom replacement and sidewalk project received three bids. The lowest qualified bid went to M&M Excavating, LLC of Glenwood, Washington. The Project came in well over budget. The Port is working with the contractor, engineer, and the Marine Board to bring cost in line with available budget without sacrificing the integrity of the project.

Believe it or not! Wind surfers have arrived already this year to take advantage of some big river swells. Early in the month a lone wind surfer. On February 25 a small group were using a jet ski to assist with rounds of downwind hydro-foiling. If this early action is a predictor, the Port's A-Town launch site will be very busy this summer.

Up Coming Dates:

- March 1 – First Day of Woman's History Month
- March 2 – Meeting with M&M Excavators
- March 3 – Oregon Public Ports Training on Global Trade
- March 9 – Port Workshop, 4 p.m.
Port Board Meeting, 5 p.m.
- March 10 – Senator Merkley Town Hall – Zoom, 4:00 p.m.
- March 11 – Arlington TV Co-Op, Arlington, 6 p.m.
- March 17 – St Patrick's Day
- March 18 – Pioneer CDC, Zoom 2 p.m.
- March 25 – Bi-State Recreation, Zoom, 8:30 a.m.
- March 29 – Arlington Chamber meeting, City Hall, 6:30 p.m.

PORT OF ARLINGTON

Resolution No. 2021-147

Transfer of General Funds

WHEREAS, provision was made in the budget for the Port of Arlington for the beginning July 1, 2020 for certain transfers;

BE IT RESOLVED the following transfers are hereby made:

<u>FROM</u>	Willow Creek General #6540
<u>TO</u>	Administration – General #6170
<u>FROM</u>	Administration – General #6170
<u>TO</u>	Capital Outlay Economic Development #8431
<u>AMOUNT</u>	\$200,000.00

Transfer is necessary to cover expenses on purchase of Gronquist building located at 1650 Railroad Ave, Arlington, OR 97812

PASSED AND APPROVED this 9th Day of March, 2021

Port of Arlington

Ronald D. Wilson, Commission President

Dewey Kennedy, Vice President

**Port of Arlington
Budget Committee
2021-2022 Budget Year**

Denise Ball
P.O. Box 578
Arlington, OR 97812
541-980-2786
Expires: April 2023

Vacant

Alcenia Wright
P.O. Box 357
Arlington, OR 97812
541-980-3179
Expires: April 2022

Louis Rucker
P.O. Box 416
Arlington, OR 97812
541-454-2846
Expires: April 2022

Larry Hardie
P.O. Box 573
Condon, OR 97823
541-384-4182
541-384-5717 work
Expires: April 2023

Four Year Terms

Port of Arlington

Port of Arlington Port Manager Hiring Procedure

The Port of Arlington is hiring a Port Manager and Economic Development Officer. In accordance with the approval of the Port Board of Directors, the following hiring procedure is adopted:

General Procedure:

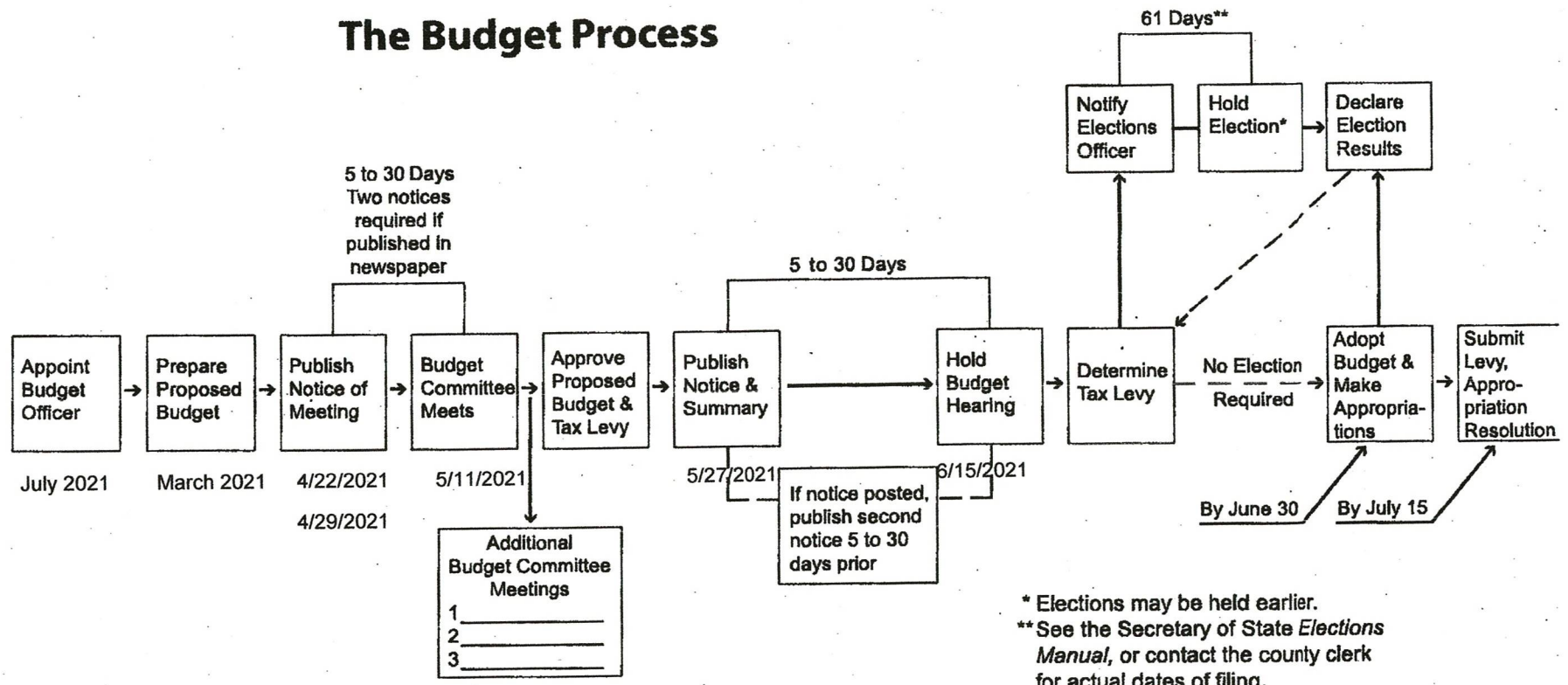
- The hiring process will follow the timeline set forth in this policy, subject to Board revision as necessary.
- Solicitation: The position shall be advertised.
- Applications: Candidates will be asked to provide a cover letter and resume to apply for the position. Additional documents may be requested at the final stages of candidate selection.
- Salary: The salary range for the position will be advertised as \$70,000 to \$90,000.
- Once candidates have submitted their applications, the Board will conduct an initial review and decide what candidates will proceed to interviews. The interview process will be dependent on the geographic location of the candidates and availability of the Board.
- Background checks will be conducted after contract negotiations with the finalist.

Timeline:

3/9/21	At the regular meeting of the Board, the Board will review and approve this Procedure and provide opportunity for public comment on the hiring for this position.
3/10/21	Port begins to accept applications
3/31/21	Deadline for submitting applications
4/6/21	Board work session to perform initial review of applications and decide what candidates will proceed to next stages
4/13/21	Board will perform initial interviews with top finalists. At the regular Board meeting following interviews, the Board will determine the dates for further evaluation of the candidates and contract negotiations.
4/14/21	Final interviews as scheduled by the Board, contract negotiations, background checks, etc.
5/17/21	Candidate in place

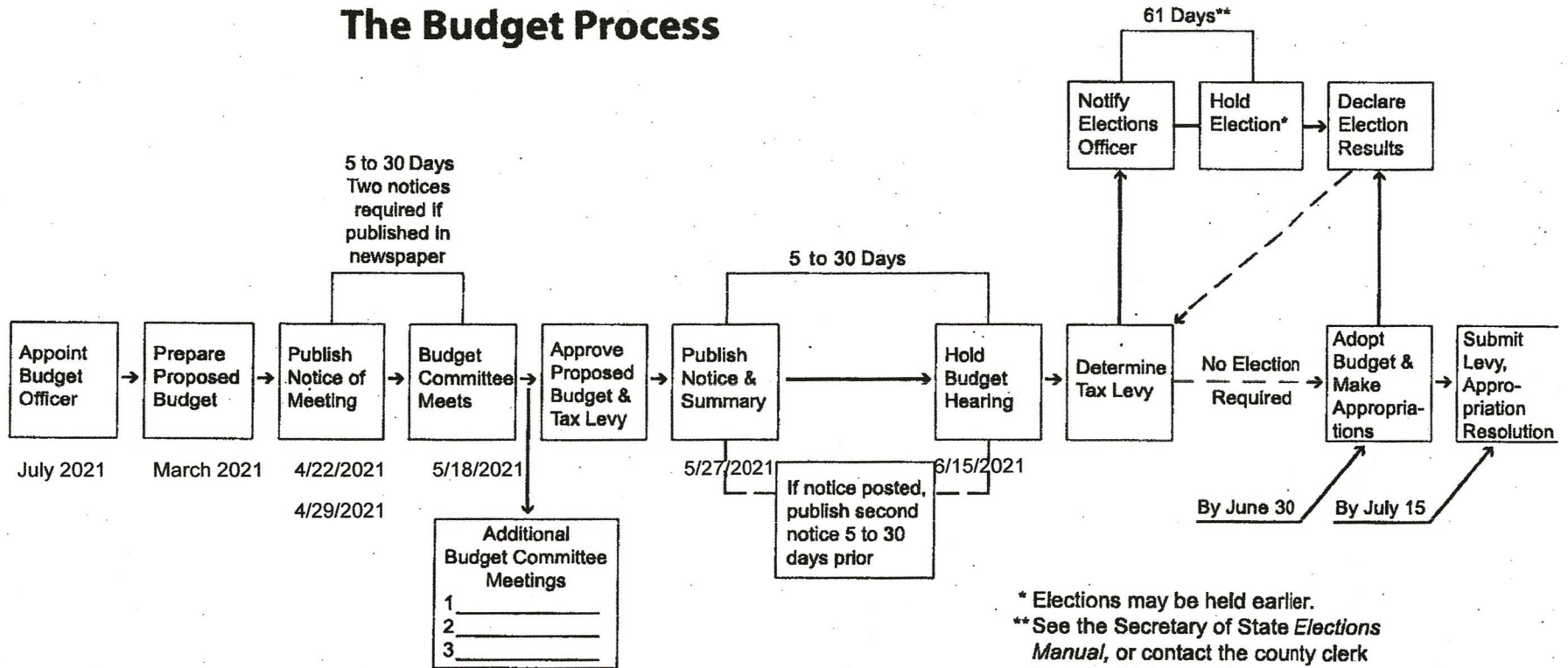
2nd Tuesday

The Budget Process



3rd Tuesday

The Budget Process



PORT OF ARLINGTON

Check Detail

February 1 - 25, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check		02/25/2021	QuickBooks Pay...		1001 · Bank of E...		-9,497.35
			QuickBooks Payr...		2111 · Direct Dep...	-9,497.35	9,497.35
TOTAL						-9,497.35	9,497.35
Check		02/25/2021	QuickBooks Pay...		1001 · Bank of E...		-1.75
					6560 · Payroll Ex...	-1.75	1.75
TOTAL						-1.75	1.75
Check	EFT	02/01/2021	Heartland Paym...		1001 · Bank of E...		-203.43
					6115-1 · Credit C...	-203.43	203.43
TOTAL						-203.43	203.43
Check	EFT	02/11/2021	Pacific Power		1001 · Bank of E...		-1,074.51
				6100 · Materials ...		-102.00	102.00
				6323 · Electricity ...		-572.98	572.98
				6721 · Marina Ele...		-250.00	250.00
				6721 · Marina Ele...		-49.53	49.53
				6624 · Park Elect...		-100.00	100.00
TOTAL						-1,074.51	1,074.51
Liability Check	EFT	02/24/2021	Oregon Departm...		1001 · Bank of E...		-814.00
					2100 · Payroll Lia...	-814.00	814.00
TOTAL						-814.00	814.00
Liability Check	EFT	02/24/2021	United States Tr...		1001 · Bank of E...		-3,009.44
					2100 · Payroll Lia...	-955.00	955.00
					2100 · Payroll Lia...	-832.52	832.52
					2100 · Payroll Lia...	-832.52	832.52
					2100 · Payroll Lia...	-194.70	194.70
					2100 · Payroll Lia...	-194.70	194.70
TOTAL						-3,009.44	3,009.44

\$166,584.71

PORT OF ARLINGTON

Check Detail

February 1 - 25, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9532	02/11/2021	P Step Storage		1001 · Bank of E...		-105.00
					6725 · Miscellane...	-105.00	105.00
TOTAL						-105.00	105.00
Check	9533	02/11/2021	VanKoten & Cle...		1001 · Bank of E...		-1,252.50
					8423 · Legal Fees	-827.50	827.50
					6113 · Legal Fees	-425.00	425.00
TOTAL						-1,252.50	1,252.50
Check	9534	02/11/2021	Bank of Eastern ...		1001 · Bank of E...		-542.76
					6115 · Dues, Sub...	-142.78	142.78
					6112 · Office Sup...	-68.96	68.96
					6129 · Postage	-3.60	3.60
					6326 · Maintenan...	-327.42	327.42
TOTAL						-542.76	542.76
Check	9535	02/11/2021	Meadow Outdoo...		1001 · Bank of E...		-1,420.00
					8426 · Advertisin...	-1,420.00	1,420.00
TOTAL						-1,420.00	1,420.00
Check	9536	02/11/2021	City of Arlington		1001 · Bank of E...		-441.32
					6111 · Utilities	-45.00	45.00
					8425 · Utilities	-45.00	45.00
					6622 · Sanitation	-53.00	53.00
					6321 · Water Fee...	-120.80	120.80
					6329 · Sewer	-138.52	138.52
					6322 · Sanitation ...	-39.00	39.00
TOTAL						-441.32	441.32

PORT OF ARLINGTON

Check Detail

February 1 - 25, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9537	02/11/2021	SDIS		1001 · Bank of E...		-12,920.00
				6626 · Insurance		-2,000.00	2,000.00
				6723 · Insurance		-2,600.00	2,600.00
				6327 · Insurance ...		-1,800.00	1,800.00
				8429 · Building In...		-6,520.00	6,520.00
TOTAL						-12,920.00	12,920.00
Check	9538	02/11/2021	Gilliam County T...		1001 · Bank of E...		-1,012.00
				8441 · Loan - Pri...		-804.31	804.31
				8442 · Loan - Inte...		-207.69	207.69
TOTAL						-1,012.00	1,012.00
Check	9539	02/11/2021	Arlington T.V. C...		1001 · Bank of E...		-130.00
				8427 · Telephone...		-43.00	43.00
				6114 · Insurance,...		-43.00	43.00
				6324 · WIFI - RV		-44.00	44.00
TOTAL						-130.00	130.00
Check	9540	02/11/2021	Paulsen Enviro...		1001 · Bank of E...		-905.00
				6636 · Marine Bo...		-905.00	905.00
TOTAL						-905.00	905.00
Check	9541	02/11/2021	Pillar Consultin...		1001 · Bank of E...		-22,751.00
				8432 · Engineerin...		-22,751.00	22,751.00
TOTAL						-22,751.00	22,751.00
Check	9542	02/16/2021	The Times-Jour...		1001 · Bank of E...		-572.75
				6636 · Marine Bo...		-522.00	522.00
				6118 · Advertisin...		-50.75	50.75
TOTAL						-572.75	572.75

PORT OF ARLINGTON
Check Detail
 February 1 - 25, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	9544	02/24/2021	Fidelity Brokera...		1001 · Bank of E...		-1,452.14
					2100 · Payroll Lia...	-1,452.14	1,452.14
TOTAL						-1,452.14	1,452.14
Check	9545	02/25/2021	James Metzker		1001 · Bank of E...		-39.44
					8421 · Travel/Foo...	-4.44	4.44
					6128 · Staff Trav...	-35.00	35.00
TOTAL						-39.44	39.44
Check	9546	02/25/2021	The City of Arlin...		1001 · Bank of E...		-1,800.00
					8430 · City of Arli...	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
Check	9547	02/25/2021	SDIS		1001 · Bank of E...		-4,817.06
					2100 · Payroll Lia...	-2,292.07	2,292.07
					2100 · Payroll Lia...	-116.46	116.46
					2100 · Payroll Lia...	-2,292.07	2,292.07
					2100 · Payroll Lia...	-116.46	116.46
TOTAL						-4,817.06	4,817.06
Check	9548	02/25/2021	Loop Net		1001 · Bank of E...		-69.00
					8426 · Advertisin...	-69.00	69.00
TOTAL						-69.00	69.00
Check	9549	02/25/2021	Arlington T.V. C...		1001 · Bank of E...		-112.50
					8427 · Telephone...	-56.25	56.25
					6114 · Insurance,...	-56.25	56.25
TOTAL						-112.50	112.50

PORT OF ARLINGTON
Check Detail
 February 1 - 25, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9550	02/25/2021	Condon Chamb...		1001 · Bank of E...		-100.00
					8426-1 · Dues & ...	-100.00	100.00
TOTAL						-100.00	100.00
Check	9551	02/25/2021	Bishop Sanitatio...		1001 · Bank of E...		-177.50
					6622 · Sanitation	-177.50	177.50
TOTAL						-177.50	177.50
Check	9552	02/25/2021	Gordon's Electric		1001 · Bank of E...		-630.00
					6722 · OMB Rep...	-630.00	630.00
TOTAL						-630.00	630.00
Check	9553	02/25/2021	Gorge Networks		1001 · Bank of E...		-204.48
					8427 · Telephone...	-51.12	51.12
					6324 · WIFI - RV	-51.12	51.12
					6117 · Telephone...	-102.24	102.24
TOTAL						-204.48	204.48
Check	9554	02/25/2021	Nicholas Evans		1001 · Bank of E...		-529.78
					8430-3 · Busines...	-529.78	529.78
TOTAL						-529.78	529.78

PORT OF ARLINGTON

Deposit Detail

February 1 - 25, 2021

Type	Num	Date	Name	Account	Amount
Deposit		02/01/2021		1001 · Bank of E...	18.48
			Heartland Payme...	4213-2 · Gasoline...	-19.04
			Heartland Payme...	6115-1 · Credit C...	0.56
TOTAL					-18.48
Deposit		02/01/2021		1001 · Bank of E...	3,910.00
			Alpine Power Sys...	5033 · Flex Bldg ...	-3,250.00
			Alpine Power Sys...	5034 · Taxes Coll...	-660.00
TOTAL					-3,910.00
Deposit		02/04/2021		1001 · Bank of E...	1,696.00
			Cash Sales	4211-4 · RV Park...	-10.00
			Cash Sales	4211-4 · RV Park...	-100.00
			Cash Sales	4211-4 · RV Park...	-10.00
			Cash Sales	4211-4 · RV Park...	-10.00
			Cash Sales	4210 · Marina Re...	-210.00
Payment	268	02/03/2021	Arlington Towing	1499 · Undeposit...	-1,356.00
TOTAL					-1,696.00
Deposit		02/08/2021		1001 · Bank of E...	295.22
			Heartland Payme...	4213-2 · Gasoline...	-301.48
			Heartland Payme...	6115-1 · Credit C...	6.26
TOTAL					-295.22
Deposit		02/18/2021		1001 · Bank of E...	53.90
			Heartland Payme...	4213-2 · Gasoline...	-55.36
			Heartland Payme...	6115-1 · Credit C...	1.46
TOTAL					-53.90

\$55,858.13

10:49 AM

02/25/21

PORT OF ARLINGTON

Deposit Detail

February 1 - 25, 2021

Type	Num	Date	Name	Account	Amount
Deposit		02/18/2021		1001 · Bank of E...	38,967.61
			Cash Sales	4211-1 · RV Park...	-525.00
			Cash Sales	4210 · Marina Re...	-400.00
			Gilliam County Tr...	4130 · SIP Funds	-38,042.61
TOTAL					-38,967.61
Deposit		02/22/2021		1001 · Bank of E...	1,436.93
			Heartland Payme...	4213-2 · Gasoline...	-183.30
			Heartland Payme...	6115-1 · Credit C...	5.47
			Heartland Payme...	4210 · Marina Re...	-1,296.00
			Heartland Payme...	6115-1 · Credit C...	36.90
TOTAL					-1,436.93
Deposit		02/22/2021		1001 · Bank of E...	8,436.56
			Cash Sales	4213 · Marina Fu...	-21.06
			Insitu Inc.	5031 · Building L...	-7,600.00
			Gilliam County Tr...	4010 · Taxes-Cur...	-715.50
			Cash Sales	4211-4 · RV Park...	-100.00
TOTAL					-8,436.56
Deposit		02/25/2021		1001 · Bank of E...	1,043.43
			Heartland Payme...	4211-1 · RV Park...	-1,050.00
			Heartland Payme...	6115-1 · Credit C...	9.91
			Heartland Payme...	4213-2 · Gasoline...	-3.67
			Heartland Payme...	6115-1 · Credit C...	0.33
TOTAL					-1,043.43

PORT OF ARLINGTON
Profit & Loss Prev Year Comparison
July 1, 2020 through February 25, 2021

	Dec 20	Dec 19	\$ Change	% Change	Jan 21	Jan 20	\$ Change	% Change	Feb 1 - 25, 2021	Feb 1 - 25, 2020	\$ Change	% Change
Ordinary Income/Expense												
4210 · Marina Revenue	1,410.00	170.00	1,240.00	729.41%	255.00	120.00	135.00	112.5%	1,906.00	1,450.00	456.00	31.45%
4211 · RV Park Revenues												
4211-1 · RV Park Monthly Re	1,575.00	2,250.00	-675.00	-30.0%	1,575.00	2,135.00	-560.00	-26.23%	1,575.00	1,500.00	75.00	5.0%
4211-2 · RV Park Weekly Re	155.00	125.00	30.00	24.0%	0.00	125.00	-125.00	-100.0%	0.00	0.00	0.00	0.0%
4211-3 · RV Park Daily Rent	0.00	0.00	0.00	0.0%	210.00	30.00	180.00	600.0%	0.00	120.00	-120.00	-100.0%
4211-4 · RV Park Dry Camp	110.00	0.00	110.00	100.0%	290.00	18.00	272.00	1,511.11%	230.00	9.00	221.00	2,455.56%
4211-5 · Monthly TV	0.00	20.00	-20.00	-100.0%	0.00	40.00	-40.00	-100.0%	0.00	20.00	-20.00	-100.0%
Total 4211 · RV Park Revenues	1,840.00	2,395.00	-555.00	-23.17%	2,075.00	2,348.00	-273.00	-11.63%	1,805.00	1,649.00	156.00	9.46%
4213 · Marina Fuel Revenue												
4213-2 · Gasoline Sales	541.90	808.98	-267.08	-33.01%	374.32	506.14	-131.82	-26.04%	562.85	101.93	460.92	452.19%
4213-1 · Diesel Sales	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	16.97	-16.97	-100.0%
4213 · Marina Fuel Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	21.06	0.00	21.06	100.0%
Total 4213 · Marina Fuel Revenue	541.90	808.98	-267.08	-33.01%	374.32	506.14	-131.82	-26.04%	583.91	118.90	465.01	391.09%
4214 · Marina Power and Water	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4340 · Willow Creek Rock Sales	0.00	2,775.45	-2,775.45	-100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '20 - Jun 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	1,559,144.40	1,479,250.00	105.4%
4010 · Taxes-Current	135,580.40	122,000.00	111.1%
4011 · Taxes-Prior	2,732.05	500.00	546.4%
4020 · Interest - NOW Checking	53.53	0.00	100.0%
4021 · Interest - Best A/C	1,433.93	0.00	100.0%
4022 · Interest - LGIP A/C	6,923.33	10,000.00	69.2%
4030 · Land Rental	4,000.00	16,000.00	25.0%
4050 · Grain Elevator Lease Pymt	111,659.73	111,659.00	100.0%
4110 · Grants Income			
4111 · OSMB Grant	0.00	353,760.00	0.0%
4113 · Gilliam County Grant	0.00	213,000.00	0.0%
4114 · Unanticipated Grant Funds	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	573,860.00	1.2%
4130 · SIP Funds	38,042.61		
4210 · Marina Revenue	6,748.50	5,000.00	135.0%
4211 · RV Park Revenues			
4211-1 · RV Park Monthly Rent	17,850.00	0.00	100.0%
4211-2 · RV Park Weekly Rent	915.00	0.00	100.0%
4211-3 · RV Park Daily Rent	5,805.00	0.00	100.0%
4211-4 · RV Park Dry Camp	2,461.50	0.00	100.0%
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
Total 4211 · RV Park Revenues	27,031.50	40,000.00	67.6%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	8,229.79	0.00	100.0%
4213-1 · Diesel Sales	1,050.34	0.00	100.0%
4213 · Marina Fuel Revenue - Other	21.06	12,000.00	0.2%
Total 4213 · Marina Fuel Revenue	9,301.19	12,000.00	77.5%
4214 · Marina Power and Water Revenue	280.00	250.00	112.0%
4340 · Willow Creek Rock Sales	19,049.28	40,000.00	47.6%
4350 · Willow Creek Lease Revenue	12,188.96	0.00	100.0%
4400 · Donations/Gifts	0.00	100.00	0.0%
4500 · Miscellaneous Income	280.00	100.00	280.0%
Total GENERAL FUND RESOURCES	1,941,449.41	2,410,719.00	80.5%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5034 · Taxes Collected for the Hanger	1,821.00	1,275.00	142.8%
5005 · Carryover (cash basis)	0.00	248,600.00	0.0%
5031 · Building Lease 11-002	60,800.00	93,936.00	64.7%
5032 · Building Lease 11-004	8,750.00	15,000.00	58.3%
5033 · Flex Bldg Lease	6,750.00	1,000.00	675.0%
5113 · Grants - Gilliam County	20,000.00	100,000.00	20.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5116 · Grants - Other	8,394.00	7,800.00	107.6%
5130 · SIP Funds	0.00	25,000.00	0.0%
5600 · Transfer from General Fund	0.00	0.00	0.0%
5000 · ECONOMIC DEVELOP FUND RESOURCES - O...	352,967.55		
Total 5000 · ECONOMIC DEVELOP FUND RESOURCES	459,482.55	493,611.00	93.1%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '20 - Jun 21	Budget	% of Budget
RESERVE FUND RESOURCES			
9000 · Reserve Fund Beginning Balance	65,310.94	65,310.94	100.0%
9001 · Transfer from General Fund	0.00	11,650.00	0.0%
9002 · Interest Earned Reserve Fund	412.50	400.00	103.1%
Total RESERVE FUND RESOURCES	65,723.44	77,360.94	85.0%
Total Income	2,466,655.40	2,981,690.94	82.7%
Expense			
6560 · Payroll Expenses	0.00	0.00	0.0%
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	15,438.77	24,700.00	62.5%
6009 · Administrative Assistant	24,486.08	37,200.00	65.8%
6011 · Payroll Taxes - Staff	2,959.23	6,200.00	47.7%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	175.00	250.00	70.0%
6015 · Employee Benefits Insurance	17,534.08	32,250.00	54.4%
6016 · Employee Benefits Retirement	4,790.98	9,100.00	52.6%
Total 6000 · Personal Services - AD	65,384.14	110,200.00	59.3%
6100 · Materials and Services - AD			
6110 · Internet Service	235.10		
6111 · Utilities	356.00	3,700.00	9.6%
6112 · Office Supplies and Equipment	1,746.47	3,500.00	49.9%
6113 · Legal Fees	2,375.00	12,000.00	19.8%
6114 · Insurance, Treasurer Bond	379.25	500.00	75.9%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	2,406.13	3,800.00	63.3%
6115 · Dues, Subscriptions, Fees - Other	3,215.42	7,000.00	45.9%
Total 6115 · Dues, Subscriptions, Fees	5,621.55	10,800.00	52.1%
6116 · Audit, Budget, Legal Notices	7,680.00	10,000.00	76.8%
6117 · Telephone and Internet Srv.	849.22	3,000.00	28.3%
6118 · Advertising - AD	611.00	250.00	244.4%
6119 · Commissioner Fees/Expenses	134.40	3,000.00	4.5%
6120 · Medi/SS for Commissioners	57.38	300.00	19.1%
6121 · Donations	150.00	1,000.00	15.0%
6122 · Meetings and Elections	867.21	2,000.00	43.4%
6123 · Miscellaneous - AD	374.84	200.00	187.4%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	156,759.00	0.0%
6127 · Commissioner Conference & Trave	315.27	3,000.00	10.5%
6128 · Staff Travel/Food/Lodging	220.59	500.00	44.1%
6129 · Postage	156.80	1,000.00	15.7%
6130 · Bad Debt Write Off	0.00	100.00	0.0%
6100 · Materials and Services - AD - Other	586.51		
Total 6100 · Materials and Services - AD	22,716.59	213,609.00	10.6%
6170 · Transfers Out of General Fund	0.00	11,650.00	0.0%
Total ADMINISTRATION EXPENSES	88,100.73	335,459.00	26.3%
ECONOMIC DEVELOPMENT	0.00	0.00	0.0%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	10,684.39	13,500.00	79.1%
6611 · Payroll Taxes	836.13	850.00	98.4%
6612 · Worker's Comp Insurance	19.00	500.00	3.8%
Total 6600 · Personal Services	11,539.52	14,850.00	77.7%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
 YTD

	Jul '20 - Jun 21	Budget	% of Budget
6620 · Materials & Services			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	1,277.56	1,000.00	127.8%
6623 · Comfort Station Supplies	1,125.14	1,800.00	62.5%
6624 · Park Electricity	899.98	1,500.00	60.0%
6625 · Pest Control / Chem & Fert.	49.38	200.00	24.7%
6626 · Insurance	2,000.00	2,000.00	100.0%
6627 · Park Maintenance & Supplies	376.43	2,800.00	13.4%
6628 · Miscellaneous	0.00	100.00	0.0%
Total 6620 · Materials & Services	5,728.49	10,600.00	54.0%
6630 · Capital Outlay			
6636 · Marine Board Grant Match	1,427.00	142,350.00	1.0%
6635 · Grant Match Isl.Erosion Repair	0.00	76,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	353,760.00	0.0%
6631 · Park Improvements	0.00	200,000.00	0.0%
6632 · Engineering & Surveying	0.00	20,000.00	0.0%
6633 · Park Equipment	0.00	213,000.00	0.0%
Total 6630 · Capital Outlay	1,427.00	1,005,110.00	0.1%
Total ISLAND PARK	18,695.01	1,030,560.00	1.8%
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	1,434.50	3,900.00	36.8%
6711 · Payroll Taxes	112.67	350.00	32.2%
6712 · Worker's Comp Insurance	35.00	60.00	58.3%
Total 6700 · Personal Services	1,582.17	4,310.00	36.7%
6720 · Materials & Services			
6721 · Marina Electricity	1,919.22	4,500.00	42.6%
6722 · OMB Repairs - 1/2 MAPS	1,130.00	2,000.00	56.5%
6723 · Insurance	2,600.00	2,600.00	100.0%
6724 · Marina Maint. & Supplies	842.00	5,000.00	16.8%
6725 · Miscellaneous	105.00	500.00	21.0%
6726 · Contractural Services	0.00	0.00	0.0%
6727 · Marina Fuel			
6727-1 · Marina Gas	6,078.57	0.00	100.0%
6727 · Marina Fuel - Other	1,858.79	16,000.00	11.6%
Total 6727 · Marina Fuel	7,937.36	16,000.00	49.6%
Total 6720 · Materials & Services	14,533.58	30,600.00	47.5%
6730 · Captial Outlay			
6733 · Marina Equipment	250.00	29,000.00	0.9%
Total 6730 · Captial Outlay	250.00	29,000.00	0.9%
Total MARINA	16,365.75	63,910.00	25.6%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	1,938.79	3,300.00	58.8%
6311 · Payroll Taxes, Maintenance - RV	152.09	500.00	30.4%
6312 · Workmens Compensation - RV	159.00	240.00	66.3%
Total 6300 · Personal Services - RV	2,249.88	4,040.00	55.7%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '20 - Jun 21	Budget	% of Budget
6320 · Materials & Services - RV			
6321 · Water Fees - RV	1,722.40	4,000.00	43.1%
6322 · Sanitation - RV	481.00	2,000.00	24.1%
6323 · Electricity - RV Park	3,444.44	9,000.00	38.3%
6324 · WIFI - RV	752.45	1,000.00	75.2%
6325 · Advertising - RV	0.00	1,000.00	0.0%
6326 · Maintenance & Supplies - RV	3,088.18	3,000.00	102.9%
6327 · Insurance - RV	1,800.00	1,800.00	100.0%
6328 · Misc. - RV	0.00	250.00	0.0%
6329 · Sewer	2,197.05	4,000.00	54.9%
6320 · Materials & Services - RV - Other	75.57		
Total 6320 · Materials & Services - RV	13,561.09	26,050.00	52.1%
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	0.00	60,000.00	0.0%
6343 · Grant Match	0.00	8,000.00	0.0%
6344 · RV Park Equipment	0.00	80,000.00	0.0%
Total 6340 · Capital Outlay - RV	0.00	148,000.00	0.0%
Total RV PARK EXPENSES	15,810.97	178,090.00	8.9%
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	2,063.00	2,000.00	103.2%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	2,063.00	2,100.00	98.2%
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	2,063.00	800,000.00	0.3%
Total GENERAL FUND EXPENSES	141,035.46	2,408,019.00	5.9%
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	46,316.25	70,760.00	65.5%
8410-1 · Admin. Asst. 1/3	12,614.03	19,400.00	65.0%
8410-2 · Lab Technician	0.00	0.00	0.0%
8411 · Payroll Taxes	4,539.55	9,800.00	46.3%
8412 · Worker's Comp Ins.	151.32	300.00	50.4%
8413 · Employee Benefits - Insurance	21,002.40	31,100.00	67.5%
8414 · Employee Benefits - Retirement	7,071.57	10,500.00	67.3%
Total PERSONNEL SERVICES	91,695.12	141,860.00	64.6%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	624.98	6,000.00	10.4%
8422 · Training/Seminars/Conventions	0.00	3,000.00	0.0%
8423 · Legal Fees	2,822.50	15,000.00	18.8%
8424 · Office Supplies & Equipment	305.55	2,000.00	15.3%
8424-3 · Consultant	0.00	4,000.00	0.0%
8425 · Utilities	3,044.59	2,800.00	108.7%
8426 · Advertising & Marketing	14,527.00	80,000.00	18.2%
8426-1 · Dues & Subscriptions	106.00	500.00	21.2%
8426-2 · A Town Throw Down	0.00	2,000.00	0.0%
8427 · Telephone & Internet Service	1,545.17	2,500.00	61.8%
8428 · Website Develop. & Maint.	0.00	500.00	0.0%
8429 · Building Insurance	6,520.00	9,000.00	72.4%
8430 · City of Arlington Insitu Lease	14,400.00	21,600.00	66.7%
8430-2 · Grant Match	0.00	1,000.00	0.0%
8430-3 · Business Start Up Program	1,829.62	40,000.00	4.6%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
 YTD

	Jul '20 - Jun 21	Budget	% of Budget
8430-4 · Property Taxes	0.00	1,275.00	0.0%
8439 · Contingency	0.00	26,429.00	0.0%
Total MATERIALS AND SERVICES	45,725.41	217,604.00	21.0%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	1,977.56	17,000.00	11.6%
8432 · Engineering & Surveying	22,751.00	45,000.00	50.6%
8435 · Building Construction	126.36	60,000.00	0.2%
Total CAPITAL OUTLAY	24,854.92	122,000.00	20.4%
DEBT SERVICE			
8441 · Loan - Principal	6,399.81	9,630.00	66.5%
8442 · Loan - Interest	1,696.19	2,517.00	67.4%
Total DEBT SERVICE	8,096.00	12,147.00	66.7%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	170,371.45	493,611.00	34.5%
RESERVE FUND EXPENSES			
9500 · Repair, Maint., Grant Match	0.00	76,759.00	0.0%
Total RESERVE FUND EXPENSES	0.00	76,759.00	0.0%
Total Expense	311,406.91	2,978,389.00	10.5%
Net Ordinary Income	2,155,248.49	3,301.94	65,272.2%
Net Income	2,155,248.49	3,301.94	65,272.2%

2021 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-21	\$ 3.49	11	113	\$ 374.32	\$ 2.69	0	0	\$ -
February-21	\$ 3.49	12	172	\$ 562.85	\$ 2.69	0	0	-
March-21					\$ 2.69			
April-21					\$ 2.69			
May-21					\$ 2.69			
June-21					\$ 2.69			
July-21					\$ 2.69			
August-21					\$ 2.69			
September-21					\$ 2.69			
October-21					\$ 2.69			
November-21					\$ 2.69			
December-21					\$ 2.69			
YTD Totals		23	285	\$ 937.17		0	0	\$ -

2020 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-20	\$ 3.99	7	94	\$ 373.93	\$ 2.69	0	0	\$ -
February-20	\$ 3.99	6	31	\$ 122.30	\$ 2.69	1	6	\$ 16.97
March-20	\$ 3.99	27	258	\$ 1,049.13	\$ 2.69	0	0	\$ -
April-20	\$ 3.99	32	259	\$ 1,032.66	\$ 2.69	0	0	\$ -
May-20	\$ 3.99	33	234	\$ 836.72	\$ 2.69	1	10	\$ 27.10
June-20	\$ 3.49	49	399	\$ 1,293.61	\$ 2.69	0	0	\$ -
July-20	\$ 3.49	50	388	\$ 1,144.76	\$ 2.69	2	83	\$ 223.99
August-20	\$ 3.49	67	805	\$ 2,622.41	\$ 2.69	3	89	\$ 240.06
September-20	\$ 3.49	52	495	\$ 1,631.00	\$ 2.69	0	0	\$ -
October-20	\$ 3.49	40	247	\$ 838.95	\$ 2.69	8	217	\$ 586.29
November-20	\$ 3.49	8	86	\$ 300.14	\$ 2.69	0	0	
December-20	\$ 3.49	19	163	\$ 541.93	\$ 2.69	0	0	
YTD Totals		390	3,460	\$ 11,787.54		15	405	\$ 1,094.41

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	\$ 3.99	38	422	\$ 1,576.03	\$ 2.69	4	184	\$ 472.91
November-19	\$ 3.99	24	229	\$ 914.15	\$ 2.69	0	0	\$ -
December-19	\$ 3.99	16	212	\$ 808.98	\$ 2.69	0	0	\$ -
YTD Totals		376	3,632	\$ 14,495.36		13	352	\$ 922.42

Port of Arlington

Port of Arlington Port Manager Hiring Procedure

The Port of Arlington is hiring a Port Manager and Economic Development Officer. In accordance with the approval of the Port Board of Directors, the following hiring procedure is adopted:

General Procedure:

- The hiring process will follow the timeline set forth in this policy, subject to Board revision as necessary.
- Solicitation: The position shall be advertised.
- Applications: Candidates will be asked to provide a cover letter and resume to apply for the position. Additional documents may be requested at the final stages of candidate selection.
- Salary: The salary range for the position will be advertised as \$70,000 to \$90,000.
- Once candidates have submitted their applications, the Board will conduct an initial review and decide what candidates will proceed to interviews. The interview process will be dependent on the geographic location of the candidates and availability of the Board.
- Background checks will be conducted after contract negotiations with the finalist.

Timeline:

3/9/21	At the regular meeting of the Board, the Board will review and approve this Procedure and provide opportunity for public comment on the hiring for this position.
3/10/21	Port begins to accept applications
3/31/21	Deadline for submitting applications
4/6/21	Board work session to perform initial review of applications and decide what candidates will proceed to next stages
4/13/21	Board will perform initial interviews with top finalists. At the regular Board meeting following interviews, the Board will determine the dates for further evaluation of the candidates and contract negotiations.
4/14/21	Final interviews as scheduled by the Board, contract negotiations, background checks, etc.
5/17/21	Candidate in place

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