



Thursday, April 9, 2026, at 5:00 pm  
Location: Gronquist Building, Lower Conference Room  
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, April 9, 2026**

1. **Call Meeting to Order**
2. **Additions or Corrections to the Agenda**
3. **Public Comment on Non-Agenda Items**
4. **Consent Agenda:**
  - a. Regular Meeting Minutes for March 12, 2026
  - b. March 2026 Accounts Payable and Financials
5. **Director Report**
  - A. Audit Update
  - B. Alkali Ridge Subdivision
  - C. Island Park Drywell Grate Replacement
  - D. Recreational Trails Immunity
  - E. City Well Easement
  - F. Other
6. **President Report**
7. **Commissioner Reports**
8. **Executive Session (*Placeholder*) ORS 192.660(2)(e):** To conduct deliberations with persons designated by governing body to negotiate real property transactions.
9. **Decision or deliberations on Real Estate Transactions (*Placeholder*).**
10. **Next Meeting –**  
Budget Committee and Port Meeting – Thursday, May 14, 2026 at 5 pm, Arlington.
11. **Adjourn Meeting**

**Port of Arlington Environmental Sentry Corp Meeting**

April 9, 2026 immediately following Port Meeting

1. Call Meeting to Order
2. Minutes for March 12, 2026
3. Former Condon Grade School
4. Adjourn

PORT OF ARLINGTON

Transaction List with Splits

March 2026

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
1001 Bank of E/O - Checking							
03/19/2026	Bill Payment (Check)	10676	Yes	Gilliam County Treasurer		1001 Bank of E/O - Checking	-2,024.00
						2000 Accounts Payable	-2,024.00
03/19/2026 Bill Payment (Check) 10677 Yes SME Soutions							
						1001 Bank of E/O - Checking	-
						2000 Accounts Payable	10,614.63
03/19/2026 Bill Payment (Check) 10678 Yes Hughes Network System, LLC							
						1001 Bank of E/O - Checking	-94.98
						2000 Accounts Payable	-94.98
03/19/2026 Bill Payment (Check) 10679 Yes Pye Barker Fire & Safety, LLC							
						1001 Bank of E/O - Checking	-750.00
						2000 Accounts Payable	-750.00
03/19/2026 Bill Payment (Check) 10680 Yes Bank of Eastern Oregon - VISA							
						1001 Bank of E/O - Checking	-1,516.28
						2000 Accounts Payable	-1,516.28
03/19/2026 Bill Payment (Check) 10681 Yes Arlington Hardware Guns and Ammo LLC							
						1001 Bank of E/O - Checking	-10.99
						2000 Accounts Payable	-10.99
03/19/2026 Bill Payment (Check) 10682 Yes SDIS							
						1001 Bank of E/O - Checking	-7,358.00
						2000 Accounts Payable	-7,358.00
03/19/2026 Bill Payment (Check) 10683 Yes City of Arlington							
						1001 Bank of E/O - Checking	-3,755.00
						2000 Accounts Payable	-3,755.00
03/19/2026 Bill Payment (Check) 10684 Yes Gilliam County Road Department							
						1001 Bank of E/O - Checking	-
						2000 Accounts Payable	42,250.00
03/19/2026 Bill Payment (Check) 10685 Yes Accuity, LLC							
						1001 Bank of E/O - Checking	-8,000.00
						2000 Accounts Payable	-8,000.00
03/19/2026 Bill Payment (Check) 10686 Yes Arlington T.V. Coop							
						1001 Bank of E/O - Checking	-306.50
						2000 Accounts Payable	-306.50
03/19/2026 Bill Payment (Check) 10687 Yes City of Arlington-Utilities							
						1001 Bank of E/O - Checking	-3,101.68
						2000 Accounts Payable	-3,101.68
03/19/2026 Bill Payment (Check) 10688 Yes Jaques Sharp Attorneys at Law							
						1001 Bank of E/O - Checking	-975.00
						2000 Accounts Payable	-975.00
03/19/2026 Bill Payment (Check) 10689 Yes E O Heating & Air, LLC							
						1001 Bank of E/O - Checking	-312.50
						2000 Accounts Payable	-312.50
03/19/2026 Bill Payment (Check) 10690 Yes Fidelity Brokerage Services LLC							
						1001 Bank of E/O - Checking	-4,098.31
						2000 Accounts Payable	-4,098.31
03/31/2026 Tax Payment Yes QuickBooks Payroll Tax withdrawal							
						1001 Bank of E/O - Checking	-5,781.20
						QuickBooks Tax Holding Account	5,781.20
2000 Accounts Payable							
03/19/2026	Bill		Yes	Arlington Hardware Guns and Ammo LLC	material for IP	2000 Accounts Payable	10.99
						6627 GENERAL FUND EXPENSES-ISLAND PARK.Materials & Services:Park Maintenance & Supplies	10.99

PORT OF ARLINGTON

Transaction List with Splits

March 2026

DATE	TRANSACTION NUM TYPE	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
03/19/2026	Bill	Yes	Bank of Eastern Oregon - VISA		2000 Accounts Payable	1,516.28
				SDAO conference	6125 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Training	295.00
				hotel for SDAO conference	6128 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Staff Travel/Food/Lodging	495.80
				marker lot flags for Alkali Ridge	8424 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Office Supplies & Equipment	13.99
				ballard to protect new propane tank at Alpine building	8424 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Office Supplies & Equipment	38.85
				Gas for Maint. ports pumps still down	6627 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Park Maintenance & Supplies	33.03
				QB payroll/subscription	6115 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Dues, Subscriptions, Fees	257.00
				bill stamp for review/approval	6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	24.94
				Wipealls for cleaning restrooms	6623 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Comfort Station Supplies	89.41
				keys to open soap dispensers at Gronquist	8528 Gronquist Fund Expences:Materials and Services:Supplies	8.07
				food/beverages for meeting	6122 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Meetings and Elections	55.20
				cleaner brush for the roads	8424 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Office Supplies & Equipment	185.00
				adobe subscription	6115 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Dues, Subscriptions, Fees	19.99
03/19/2026	Bill	Yes	Gilliam County Treasurer		2000 Accounts Payable	2,024.00
				Principle	8441 ECON.DEVELOP.FUND EXPENSES:DEBT SERVICE:Loan - Principal	1,688.22
				Interest	8442 ECON.DEVELOP.FUND EXPENSES:DEBT SERVICE:Loan - Interest	335.78
03/19/2026	Bill	Yes	E O Heating & Air, LLC		2000 Accounts Payable	312.50
				bleed air and test lines	8435 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Building Projects/Tenant Improv	312.50
03/19/2026	Bill	Yes	Gilliam County Road Department		2000 Accounts Payable	42,250.00
				lot work, dirt work, rock removal, leveling	8431 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Land Improvements/Development	42,250.00
03/19/2026	Bill	Yes	SDIS		2000 Accounts Payable	7,358.00
				Employee Health Insurance	2100 Payroll Liabilities	-7,358.00
03/19/2026	Bill	Yes	Arlington T.V. Coop		2000 Accounts Payable	306.50
				office Phone	6111 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Utilities	112.50
				Office Internet	6110 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Internet Service	130.00
				Gronquist Internet	8527 Gronquist Fund Expences:Materials and Services:Telephone and Internet	64.00
03/19/2026	Bill	Yes	City of Arlington		2000 Accounts Payable	1,155.00
				Alkali Ridge sub ZO subdivision/sub ZO amendment	8431 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Land Improvements/Development	1,155.00
03/19/2026	Bill	Yes	City of Arlington		2000 Accounts Payable	2,600.00
				10 acres for grazing fire safety prevention	8431 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Land Improvements/Development	2,600.00
03/19/2026	Bill	Yes	Fidelity Brokerage Services LLC		2000 Accounts Payable	2,102.12
				Crowther-Jan	2100 Payroll Liabilities	-936.93
				Metzker-Jan	2100 Payroll Liabilities	-553.13
				Rayburn- Jan	2100 Payroll Liabilities	-612.06
03/19/2026	Bill	Yes	Fidelity Brokerage Services LLC		2000 Accounts Payable	1,996.19

PORT OF ARLINGTON

Transaction List with Splits

March 2026

DATE	TRANSACTION NUM TYPE	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Crowther-Feb	2100 Payroll Liabilities	-936.92
				Metzker-Feb	2100 Payroll Liabilities	-502.85
				Rayburn- Feb	2100 Payroll Liabilities	-556.42
03/19/2026	Bill	Yes	Pye Barker Fire & Safety, LLC	repipe pull station (emails over invoice and delay in file with invoice)	2000 Accounts Payable 8529 Gronquist Fund Expences:Materials and Services:Fire Suppression System Inspec	750.00 750.00
03/19/2026	Bill	Yes	Accuity, LLC	partial payment on 2024 audit	2000 Accounts Payable 6116 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Audit, Budget, Legal Notices	8,000.00 8,000.00
03/19/2026	Bill	Yes	SME Soutlions	Gas pumps offline for CC payment, tech service to get back online	2000 Accounts Payable 6733 GENERAL FUND EXPENSES:MARINA:Capitol Outlay:Marina Equipment	1,335.25 1,335.25
03/19/2026	Bill	Yes	SME Soutlions	Repair on fuel tanks, from shut down in OCT. Bill is combined with their visit in Oct, and repair in Jan. Includes, drive, labor, fuel, equipment, parts. (2 technicians in Oct/4 technicians in Jan)	2000 Accounts Payable 6733 GENERAL FUND EXPENSES:MARINA:Capitol Outlay:Marina Equipment	9,279.38 9,279.38
03/19/2026	Bill	Yes	Hughes Network System, LLC	Current pmt- subscriptions	2000 Accounts Payable 6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.	94.98 94.98
03/19/2026	Bill	Yes	Jaques Sharp Attorneys at Law	Alkali ridge grant and final report review	2000 Accounts Payable	975.00
				Accuity 2022-2023 audit report review	8423 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Legal Fees	50.00
				lot 9 offer review	6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	50.00
				commissioners meeting, audit contract, pre meeting review with crowther	8423 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Legal Fees	387.50
				Review SOS business registry annual report filing	6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	387.50
					6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	100.00
03/19/2026	Bill	Yes	City of Arlington-Utilities	February bills were not mailed until beginning of March, there was an error on City's side with new program.	2000 Accounts Payable	1,415.83
				RV-water	6321 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Water Fees - RV	330.73
				RV-Sewer	6329 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sewer	366.56
				Rv-Sanitation	6322 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sanitation - RV	122.84
				Gronquist utilities	8521 Gronquist Fund Expences:Materials and Services:Utilities	252.55
				Admin utilities	6111 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Utilities	210.00
				Island Park utilities	6622 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Sanitation	133.15
03/19/2026	Bill	Yes	City of Arlington-Utilities	February bills were not mailed until beginning of March, there was an error on City's side with new program. Adding March bills to Feb.	2000 Accounts Payable	1,685.85
				RV-water	6321 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Water Fees - RV	449.52
				RV-Sewer	6329 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sewer	510.33
				Rv-Sanitation	6322 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sanitation - RV	138.00
				Gronquist utilities	8521 Gronquist Fund Expences:Materials and Services:Utilities	249.00
				Admin utilities	6111 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Utilities	210.00
				Island Park utilities	6622 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Sanitation	129.00
03/06/2026	Tax Payment	Yes	IRS	Tax Payment for Period: 02/28/2026-03/03/2026 Federal Taxes (941/943/944)	QuickBooks Tax Holding Account 2115 Payroll Liabilities:Federal Taxes (941/943/944)	-4,222.90 -4,222.90
03/06/2026	Tax Payment	Yes	OR Department	Tax Payment for Period: 02/28/2026-03/03/2026	QuickBooks Tax Holding Account	-1,117.65

PORT OF ARLINGTON

Transaction List with Splits

March 2026

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				of Revenue	OR Income Tax	2130 Payroll Liabilities:OR Income Tax	-1,117.65

**Balance Sheet**  
**PORT OF ARLINGTON**  
As of Apr 3, 2026

	TOTAL
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<b>Assets</b>	
Current Assets	
Bank Accounts	
1000 Beginning Cash Drawer Funds	375,668.16
1001 Bank of E/O - Checking	36,597.00
1003 LGIP Investment A/C	4,094,252.43
1004 Reserve Fund	153,133.45
1005 Municipal Money Market Account	105,301.49
<b>Total for Bank Accounts</b>	<b>\$4,764,952.53</b>
Accounts Receivable	
1200 Accounts Receivable	0.00
<b>Total for Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1201 AR Audit	0.00
1210 Property Tax Receivable	0.00
1220 Grants Receivable	0.00
1230 Other Receivables	0.00
1235 POA Env Sentry Corp Receivable	0.00
1300 Prepaid Expense	0.00
1499 Undeposited Funds	0.00
QuickBooks Tax Holding Account	387.05
<b>Total for Other Current Assets</b>	<b>\$387.05</b>
<b>Total for Current Assets</b>	<b>\$4,765,339.58</b>
Other Assets	
1006 Cash With County	0.00
1007 Uncollectable Funds	-2,639.77
<b>Total for Other Assets</b>	<b>-\$2,639.77</b>
<b>Total for Assets</b>	<b>\$4,762,699.81</b>

**Balance Sheet**  
**PORT OF ARLINGTON**  
As of Apr 3, 2026

	TOTAL
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Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	\$0.00
2001 Transient Lodging Tax Payable	0.00
<b>Total for 2000 Accounts Payable</b>	<b>\$0.00</b>
<b>Total for Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
2002 AP Audit	0.00
2010 Other Payables	0.00
2100 Payroll Liabilities	-\$18,814.31
2009 Dental Insurance	618.00
2105 408k SEP Co. Match	4,098.31
2115 Federal Taxes (941/943/944)	-3,854.90
2120 Health Insurance	14,098.00
2125 OR Employment Taxes	-2.64
2130 OR Income Tax	-1,047.81
2135 OR Paid Family and Medical Leave	28.90
2140 OR Statewide Transit Taxes	4.83
2145 Federal Unemployment (940)	0.00
2155 Worker's Comp.	429.83
<b>Total for 2100 Payroll Liabilities</b>	<b>-\$4,441.79</b>
2110 Deferred Rev. - Property Taxes	0.00
2111 Direct Deposit Liabilities	0.00
Deferred Revenue	0.00
Direct Deposit Payable	0.00
Oregon Department of Revenue Payable	0.00
Out Of Scope Agency Payable	0.00
<b>Total for Other Current Liabilities</b>	<b>-\$4,441.79</b>
<b>Total for Current Liabilities</b>	<b>-\$4,441.79</b>
Long-term Liabilities	
2200 OEDD - Marina	0.00
2300 OEDD - RV Park	0.00
<b>Total for Long-term Liabilities</b>	<b>\$0.00</b>
<b>Total for Liabilities</b>	<b>-\$4,441.79</b>
Equity	
3000 Opening Bal Equity	-22,819.43
3110 Retained Earnings	4,649,608.17
Net Income	140,352.86
<b>Total for Equity</b>	<b>\$4,767,141.60</b>
<b>Total for Liabilities and Equity</b>	<b>\$4,762,699.81</b>

# PORT OF ARLINGTON

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>5000 ECONOMIC DEVELOP FUND RESOURCES</b>				
5005 Carryover (cash basis)		3,600,000.00	-3,600,000.00	
5010 Net working capital	115,262.20		115,262.20	
5030 Land Sale		500,000.00	-500,000.00	
5031 Building Lease 11-002	42,400.00	36,000.00	6,400.00	117.78 %
5032 Building Lease 11-004	3,170.00	6,000.00	-2,830.00	52.83 %
5033 Flex Bldg Lease	20,240.00	49,440.00	-29,200.00	40.94 %
5034 Taxes Collected for Triple Net	11,340.00	14,000.00	-2,660.00	81.00 %
5113 Grants - Gilliam County	1,051,965.85	1,041,912.00	10,053.85	100.96 %
5114 Unanticipated Grant Funds		200,000.00	-200,000.00	
5130 SIP Funds	25,224.10	25,000.00	224.10	100.90 %
5300 Loans	0.00		0.00	
<b>Total 5000 ECONOMIC DEVELOP FUND RESOURCES</b>	<b>1,269,602.15</b>	<b>-5,472,352.00</b>	<b>-4,202,749.85</b>	<b>23.20 %</b>
<b>5200 Gronquist Resources</b>				
5201 Carryover		76,148.00	-76,148.00	
5203-1 Richter Lease	11,275.00	27,000.00	-15,725.00	41.76 %
5203-3 Richter's Property taxes	4,250.00	6,000.00	-1,750.00	70.83 %
5204 Columbia Room Rental	880.00	1,000.00	-120.00	88.00 %
5210 Office Space Lease #1	40.00	500.00	-460.00	8.00 %
5211 Office Space Lease #2		12,300.00	-12,300.00	
5212 Office Space Lease #3		9,000.00	-9,000.00	
5213 Office Space #4	9,000.00	9,000.00	0.00	100.00 %
5215 Unanticipated Grant		1,000.00	-1,000.00	
5216 Donations / Gifts	1.00		1.00	
<b>Total 5200 Gronquist Resources</b>	<b>25,446.00</b>	<b>141,948.00</b>	<b>-116,502.00</b>	<b>17.93 %</b>
<b>GENERAL FUND RESOURCES</b>				
4000 Carryover Balance		798,151.00	-798,151.00	
4010 Taxes-Current	167,273.71	162,000.00	5,273.71	103.26 %
4011 Taxes-Prior	3,489.35	2,000.00	1,489.35	174.47 %
4020 Interest - NOW Checking	80.03	100.00	-19.97	80.03 %
4021 Interest - Municipal Money Market	3,050.33	4,000.00	-949.67	76.26 %
4022 Interest - LGIP A/C	119,607.57	50,000.00	69,607.57	239.22 %
4030 Land Rental	7,002.00	7,000.00	2.00	100.03 %
4040 Management Fees		200.00	-200.00	
4050 Grain Elevator Lease Pymt		129,444.00	-129,444.00	
4110 Grants Income	18,589.00		18,589.00	
4111 OSMB Grant		20,000.00	-20,000.00	
4113 Gilliam County Grant	2,993.47	15,000.00	-12,006.53	19.96 %
4114 Unanticipated Grant Funds		100,000.00	-100,000.00	
4120 MAPS Grant		7,000.00	-7,000.00	
<b>Total 4110 Grants Income</b>	<b>21,582.47</b>	<b>142,000.00</b>	<b>-120,417.53</b>	<b>15.20 %</b>
4210 Marina Revenue	5,180.07	10,000.00	-4,819.93	51.80 %

# PORT OF ARLINGTON

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4211 RV Park Revenues	1,155.00	35,000.00	-33,845.00	3.30 %
4211-1 RV Park Monthly Rent	24,150.00		24,150.00	
4211-2 RV Park Weekly Rent	8,905.00		8,905.00	
4211-3 RV Park Daily Rent	4,837.00		4,837.00	
4211-4 RV Park Dry Camp	7,281.00		7,281.00	
4211-5 Monthly TV	2,100.00		2,100.00	
<b>Total 4211 RV Park Revenues</b>	<b>48,428.00</b>	<b>35,000.00</b>	<b>13,428.00</b>	<b>138.37 %</b>
4213 Marina Fuel Revenue	6,768.36	15,000.00	-8,231.64	45.12 %
4213-1 Diesel Sales	463.54		463.54	
<b>Total 4213 Marina Fuel Revenue</b>	<b>7,231.90</b>	<b>15,000.00</b>	<b>-7,768.10</b>	<b>48.21 %</b>
4214 Marina Power and Water Revenue	200.00	800.00	-600.00	25.00 %
4215 Shower	70.00	1,000.00	-930.00	7.00 %
4340 Willow Creek Rock Sales	174,837.05	160,000.00	14,837.05	109.27 %
4350 Willow Creek Lease Revenue	24,000.00	12,000.00	12,000.00	200.00 %
4400 Donations/Gifts	461,305.00	100.00	461,205.00	461,305.00 %
4500 Miscellaneous Income	975.75	100.00	875.75	975.75 %
4600 Transferred Funds		500,000.00	-500,000.00	
<b>Total GENERAL FUND RESOURCES</b>	<b>1,044,313.23</b>	<b>2,028,895.00</b>	<b>-984,581.77</b>	<b>51.47 %</b>
RESERVE FUND RESOURCES				
9000 Reserve Fund Beginning Balance		135,678.00	-135,678.00	
9001 Transfer from General Fund		12,944.00	-12,944.00	
9002 Interest Earned Reserve Fund	4,092.75	3,500.00	592.75	116.94 %
<b>Total RESERVE FUND RESOURCES</b>	<b>4,092.75</b>	<b>152,122.00</b>	<b>-148,029.25</b>	<b>2.69 %</b>
Unapplied Cash Payment Income	-2,639.77		-2,639.77	
<b>Total Income</b>	<b>\$2,340,814.36</b>	<b>\$7,795,317.00</b>	<b>\$-5,454,502.64</b>	<b>30.03 %</b>
<b>GROSS PROFIT</b>	<b>\$2,340,814.36</b>	<b>\$7,795,317.00</b>	<b>\$-5,454,502.64</b>	<b>30.03 %</b>
Expenses				
6560 Payroll Expenses	-109,850.62		-109,850.62	
6565 Company Contributions				
6565-1 Health Insurance	14,716.00		14,716.00	
6565-2 Retirement	6,197.28		6,197.28	
<b>Total 6565 Company Contributions</b>	<b>20,913.28</b>		<b>20,913.28</b>	
6570 Taxes	17,088.19		17,088.19	
6575 Wages	31,501.53		31,501.53	
8997 Reimbursements	4,004.14		4,004.14	
<b>Total 6560 Payroll Expenses</b>	<b>-36,343.48</b>		<b>-36,343.48</b>	
8400 ECON.DEVELOP.FUND EXPENSES				
CAPITAL OUTLAY				
8431 Land Improvements/Development	1,550,417.26	3,600,000.00	-2,049,582.74	43.07 %
8432 Engineering & Surveying	92,388.75	500,000.00	-407,611.25	18.48 %
8435 Building Projects/Tenant Improv	12,024.81	100,000.00	-87,975.19	12.02 %
8460 Environ. Sentry Corp. Projects	265.62		265.62	

# PORT OF ARLINGTON

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total CAPITAL OUTLAY</b>	<b>1,655,096.44</b>	<b>4,200,000.00</b>	<b>-2,544,903.56</b>	<b>39.41 %</b>
DEBT SERVICE				
8441 Loan - Principal	10,973.43	10,640.00	333.43	103.13 %
8442 Loan - Interest	2,182.57	1,505.00	677.57	145.02 %
<b>Total DEBT SERVICE</b>	<b>13,156.00</b>	<b>12,145.00</b>	<b>1,011.00</b>	<b>108.32 %</b>
MATERIALS AND SERVICES				
8421 Travel/Food/Lodging		4,000.00	-4,000.00	
8422 Training/Seminars/Conventions		1,000.00	-1,000.00	
8423 Legal Fees	6,996.04	25,000.00	-18,003.96	27.98 %
8424 Office Supplies & Equipment	1,169.85	3,000.00	-1,830.15	39.00 %
8424-3 Consultant		10,000.00	-10,000.00	
8425 Utilities	633.00	5,000.00	-4,367.00	12.66 %
8426 Advertising & Marketing	728.02	10,000.00	-9,271.98	7.28 %
8426-1 Dues & Subscriptions		700.00	-700.00	
8426-2 A Town Throw Down		2,100.00	-2,100.00	
8427 Telephone & Internet Service		1,000.00	-1,000.00	
8428 Website Develop. & Maint.		2,500.00	-2,500.00	
8429 Building Insurance		25,000.00	-25,000.00	
8430-1 Feasibility Studies		10,000.00	-10,000.00	
8430-2 Grant Match		5,000.00	-5,000.00	
8430-4 Property Taxes	7,057.32	14,000.00	-6,942.68	50.41 %
8439 Contingency		542,907.00	-542,907.00	
<b>Total MATERIALS AND SERVICES</b>	<b>16,584.23</b>	<b>661,207.00</b>	<b>-644,622.77</b>	<b>2.51 %</b>
PERSONNEL SERVICES				
8410 Officer	40,976.77	55,000.00	-14,023.23	74.50 %
8411 Payroll Taxes	7,549.41	20,000.00	-12,450.59	37.75 %
8412 Worker's Comp Ins.	584.19	1,000.00	-415.81	58.42 %
8413 Employee Benefits - Insurance	14,188.65	16,000.00	-1,811.35	88.68 %
8414 Employee Benefits - Retirement	5,101.77	7,000.00	-1,898.23	72.88 %
<b>Total PERSONNEL SERVICES</b>	<b>68,400.79</b>	<b>99,000.00</b>	<b>-30,599.21</b>	<b>69.09 %</b>
TRANSFERRED OUT				
8450 Transferred to General Fund		500,000.00	-500,000.00	
<b>Total TRANSFERRED OUT</b>		<b>500,000.00</b>	<b>-500,000.00</b>	
<b>Total 8400 ECON.DEVELOP.FUND EXPENSES</b>	<b>1,753,237.46</b>	<b>5,472,352.00</b>	<b>-3,719,114.54</b>	<b>32.04 %</b>
8500 Gronquist Fund Expences				
8630 CONTINGENCY		23,748.00	-23,748.00	
GRONQUIST CAPITOL OUTLAY				
8631 Land Improvement & Development		10,000.00	-10,000.00	
8632 Tenant Improvement/Building Imp	5,848.20	15,000.00	-9,151.80	38.99 %
<b>Total GRONQUIST CAPITOL OUTLAY</b>	<b>5,848.20</b>	<b>25,000.00</b>	<b>-19,151.80</b>	<b>23.39 %</b>
Materials and Services				
8521 Utilities	930.00		930.00	
8521 Utilities	14,331.54	20,000.00	-5,668.46	71.66 %

# PORT OF ARLINGTON

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8522 Office Supplies and Equipment	136.74	2,000.00	-1,863.26	6.84 %
8523 Legal Fees		4,000.00	-4,000.00	
8524 Insurance - Treasurer Bond		6,000.00	-6,000.00	
8525 Dues / Subscriptions / Fees		1,000.00	-1,000.00	
8526 Audit, Budget, Legal Notices		500.00	-500.00	
8527 Telephone and Internet	704.00	1,000.00	-296.00	70.40 %
8528 Supplies	8.07	5,000.00	-4,991.93	0.16 %
8529 Fire Suppression System Inspec	1,760.00	5,000.00	-3,240.00	35.20 %
8531 Alarm Monitoring		800.00	-800.00	
8532 Pest Control / Fertilizer	350.00	500.00	-150.00	70.00 %
8533 Miscellaneous	15.00	1,000.00	-985.00	1.50 %
8535 Advertising		1,000.00	-1,000.00	
8536 Property Taxes	5,007.18	6,000.00	-992.82	83.45 %
8537 Bad Dept Write Off		100.00	-100.00	
<b>Total Materials and Services</b>	<b>23,242.53</b>	<b>53,900.00</b>	<b>-30,657.47</b>	<b>43.12 %</b>
Personnel Services				
8510-3 Maintenance	14,685.14	20,000.00	-5,314.86	73.43 %
8511 Payroll Taxes	2,358.01	10,000.00	-7,641.99	23.58 %
8512 Workers Comp Insurance	350.52	800.00	-449.48	43.82 %
8513 Employee Benefits Insurance	4,198.31	5,500.00	-1,301.69	76.33 %
8514 Employee Benefits - Retirement	1,799.10	3,000.00	-1,200.90	59.97 %
<b>Total Personnel Services</b>	<b>23,391.08</b>	<b>39,300.00</b>	<b>-15,908.92</b>	<b>59.52 %</b>
<b>Total 8500 Gronquist Fund Expenses</b>	<b>52,481.81</b>	<b>141,948.00</b>	<b>-89,466.19</b>	<b>36.97 %</b>
GENERAL FUND EXPENSES				
ADMINISTRATION EXPENSES				
6000 Personal Services - AD				
6008 Port Manager	40,976.75	55,000.00	-14,023.25	74.50 %
6009 Administrative Assistant		45,000.00	-45,000.00	
6010 Finance/Operations	51,380.57	65,000.00	-13,619.43	79.05 %
6011 Payroll Taxes - Staff	15,933.58	75,000.00	-59,066.42	21.24 %
6012 Training		3,000.00	-3,000.00	
6013 Workmens Compensation	1,752.56	3,500.00	-1,747.44	50.07 %
6015 Employee Benefits Insurance	57,895.88	98,000.00	-40,104.12	59.08 %
6016 Employee Benefits Retirement	9,523.73	20,000.00	-10,476.27	47.62 %
<b>Total 6000 Personal Services - AD</b>	<b>177,463.07</b>	<b>364,500.00</b>	<b>-187,036.93</b>	<b>48.69 %</b>
6100 Materials and Services - AD				
6110 Internet Service	520.00		520.00	
6111 Utilities	4,833.60	5,000.00	-166.40	96.67 %
6112 Office Supplies and Equipment	3,486.26	5,500.00	-2,013.74	63.39 %
6113 Legal Fees	13,963.34	30,000.00	-16,036.66	46.54 %
6114 Insurance, Treasurer Bond	24,642.00	1,000.00	23,642.00	2,464.20 %
6115 Dues, Subscriptions, Fees	6,476.52	10,000.00	-3,523.48	64.77 %
6115-1 Credit Card Fees	4,341.60	6,000.00	-1,658.40	72.36 %

# PORT OF ARLINGTON

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 6115 Dues, Subscriptions, Fees</b>	<b>10,818.12</b>	<b>16,000.00</b>	<b>-5,181.88</b>	<b>67.61 %</b>
6116 Audit, Budget, Legal Notices	43,657.85	50,000.00	-6,342.15	87.32 %
6117 Telephone and Internet Srv.	1,737.30	3,000.00	-1,262.70	57.91 %
6118 Advertising - AD	108.75	1,000.00	-891.25	10.88 %
6119 Commissioner Fees/Expenses	1,922.65	3,000.00	-1,077.35	64.09 %
6121 Donations	660.00	5,000.00	-4,340.00	13.20 %
6122 Meetings and Elections	482.61	2,000.00	-1,517.39	24.13 %
6123 Miscellaneous - AD	243.24	1,000.00	-756.76	24.32 %
6125 Training	295.00		295.00	
6126 Contingency		343,901.00	-343,901.00	
6127 Commissioner Conference & Trave		5,000.00	-5,000.00	
6128 Staff Travel/Food/Lodging	934.78	3,000.00	-2,065.22	31.16 %
6129 Postage	78.00	500.00	-422.00	15.60 %
<b>Total 6100 Materials and Services - AD</b>	<b>108,383.50</b>	<b>474,901.00</b>	<b>-366,517.50</b>	<b>22.82 %</b>
6150 Capital Outlay - AD				
6151 Land/Improvements/Developments		100,000.00	-100,000.00	
6152 Engineering and Survey		25,000.00	-25,000.00	
6154 Office Equipment		20,000.00	-20,000.00	
<b>Total 6150 Capital Outlay - AD</b>		<b>145,000.00</b>	<b>-145,000.00</b>	
6170 Transfers Out of General Fund		12,944.00	-12,944.00	
<b>Total ADMINISTRATION EXPENSES</b>	<b>285,846.57</b>	<b>997,345.00</b>	<b>-711,498.43</b>	<b>28.66 %</b>
ECONOMIC DEVELOPMENT				
Capital Outlay	-750.00		-750.00	
<b>Total ECONOMIC DEVELOPMENT</b>	<b>-750.00</b>		<b>-750.00</b>	
ISLAND PARK				
6600 Personal Services				
6610 Maintenance Person	9,719.62	20,000.00	-10,280.38	48.60 %
6611 Payroll Taxes	1,642.46	10,000.00	-8,357.54	16.42 %
6612 Worker's Comp Insurance	359.06	800.00	-440.94	44.88 %
6614 Employee Benefits	2,798.91	5,500.00	-2,701.09	50.89 %
6615 Employee Retirement	1,199.40	3,000.00	-1,800.60	39.98 %
<b>Total 6600 Personal Services</b>	<b>15,719.45</b>	<b>39,300.00</b>	<b>-23,580.55</b>	<b>40.00 %</b>
6620 Materials & Services	100.89		100.89	
6622 Sanitation	1,049.15	4,000.00	-2,950.85	26.23 %
6623 Comfort Station Supplies	150.20	3,500.00	-3,349.80	4.29 %
6624 Park Electricity	2,874.75	10,000.00	-7,125.25	28.75 %
6625 Pest Control / Chem & Fert.		1,500.00	-1,500.00	
6626 Insurance		4,000.00	-4,000.00	
6627 Park Maintenance & Supplies	2,291.51	15,000.00	-12,708.49	15.28 %
6628 Miscellaneous		100.00	-100.00	
<b>Total 6620 Materials &amp; Services</b>	<b>6,466.50</b>	<b>38,100.00</b>	<b>-31,633.50</b>	<b>16.97 %</b>
6630 Capital Outlay				

# PORT OF ARLINGTON

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6631 Park Improvements		50,000.00	-50,000.00	
6632 Engineering & Surveying		15,000.00	-15,000.00	
<b>Total 6630 Capital Outlay</b>		<b>65,000.00</b>	<b>-65,000.00</b>	
<b>Total ISLAND PARK</b>	<b>22,185.95</b>	<b>142,400.00</b>	<b>-120,214.05</b>	<b>15.58 %</b>
MARINA	244.58		244.58	
6700 Personal Services				
6710 Maintenance Person	14,579.43	16,000.00	-1,420.57	91.12 %
6711 Payroll Taxes	2,463.67	8,000.00	-5,536.33	30.80 %
6712 Worker's Comp Insurance	233.67	500.00	-266.33	46.73 %
6713 Other	4,198.31	4,000.00	198.31	104.96 %
6714 Employee Retirement	1,799.09	3,000.00	-1,200.91	59.97 %
<b>Total 6700 Personal Services</b>	<b>23,274.17</b>	<b>31,500.00</b>	<b>-8,225.83</b>	<b>73.89 %</b>
6720 Materials & Services				
6721 Marina Electricity	882.83	7,000.00	-6,117.17	12.61 %
6722 OMB Repairs - 1/2 MAPS		3,000.00	-3,000.00	
6723 Insurance		4,500.00	-4,500.00	
6724 Marina Maint. & Supplies	296.85	6,000.00	-5,703.15	4.95 %
6725 Miscellaneous		500.00	-500.00	
6726 Contractural Services		5,000.00	-5,000.00	
6727 Marina Fuel	2,027.00	25,000.00	-22,973.00	8.11 %
6727-1 Marina Gas	6,717.51		6,717.51	
6727-2 Marina Diesel	3,051.00		3,051.00	
<b>Total 6727 Marina Fuel</b>	<b>11,795.51</b>	<b>25,000.00</b>	<b>-13,204.49</b>	<b>47.18 %</b>
<b>Total 6720 Materials &amp; Services</b>	<b>12,975.19</b>	<b>51,000.00</b>	<b>-38,024.81</b>	<b>25.44 %</b>
6730 Capital Outlay				
6731 Marina Improvements	4,250.00	50,000.00	-45,750.00	8.50 %
6732 Engineering & Surveying		20,000.00	-20,000.00	
6733 Marina Equipment	11,076.63	15,000.00	-3,923.37	73.84 %
6734 Marina Improvements Other		10,000.00	-10,000.00	
<b>Total 6730 Capital Outlay</b>	<b>15,326.63</b>	<b>95,000.00</b>	<b>-79,673.37</b>	<b>16.13 %</b>
<b>Total MARINA</b>	<b>51,820.57</b>	<b>177,500.00</b>	<b>-125,679.43</b>	<b>29.19 %</b>
RV PARK EXPENSES				
6300 Personal Services - RV				
6310 Maintenance Person - RV	9,790.07	16,000.00	-6,209.93	61.19 %
6311 Payroll Taxes, Maintenance - RV	1,506.41	8,000.00	-6,493.59	18.83 %
6312 Workmens Compensation - RV	233.68	500.00	-266.32	46.74 %
6313 Employee Benefits- RV	2,798.91	4,000.00	-1,201.09	69.97 %
6314 Employee Retirement	1,264.99	3,000.00	-1,735.01	42.17 %
<b>Total 6300 Personal Services - RV</b>	<b>15,594.06</b>	<b>31,500.00</b>	<b>-15,905.94</b>	<b>49.50 %</b>
6320 Materials & Services - RV	826.52		826.52	
6321 Water Fees - RV	3,057.89	6,000.00	-2,942.11	50.96 %
6322 Sanitation - RV	1,021.64	3,500.00	-2,478.36	29.19 %

# PORT OF ARLINGTON

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6323 Electricity - RV Park	8,214.62	17,000.00	-8,785.38	48.32 %
6324 WIFI - RV	910.00	1,800.00	-890.00	50.56 %
6325 Advertising - RV		1,000.00	-1,000.00	
6326 Maintenance & Supplies - RV	208.29	4,000.00	-3,791.71	5.21 %
6327 Insurance - RV		4,000.00	-4,000.00	
6328 Misc. - RV		250.00	-250.00	
6329 Sewer	2,733.02	6,500.00	-3,766.98	42.05 %
<b>Total 6320 Materials &amp; Services - RV</b>	<b>16,971.98</b>	<b>44,050.00</b>	<b>-27,078.02</b>	<b>38.53 %</b>
6340 Capital Outlay - RV				
6341 RV Park Const Improv	35,000.00	250,000.00	-215,000.00	14.00 %
6343 Grant Match		50,000.00	-50,000.00	
6344 RV Park Equipment		20,000.00	-20,000.00	
<b>Total 6340 Capital Outlay - RV</b>	<b>35,000.00</b>	<b>320,000.00</b>	<b>-285,000.00</b>	<b>10.94 %</b>
<b>Total RV PARK EXPENSES</b>	<b>67,566.04</b>	<b>395,550.00</b>	<b>-327,983.96</b>	<b>17.08 %</b>
WILLOW CREEK QUARRY				
6520 Materials & Services - WQ				
6521 Maintenance & Supplies - WQ		1,000.00	-1,000.00	
6522 Legal Fees - WQ		5,000.00	-5,000.00	
6523 Miscellaneous - WQ	4,410.99	10,000.00	-5,589.01	44.11 %
6524 Travel		100.00	-100.00	
<b>Total 6520 Materials &amp; Services - WQ</b>	<b>4,410.99</b>	<b>16,100.00</b>	<b>-11,689.01</b>	<b>27.40 %</b>
6540 Capital Outlay - WQ		250,000.00	-250,000.00	
6542 Engineering & Surveying		50,000.00	-50,000.00	
<b>Total 6540 Capital Outlay - WQ</b>		<b>300,000.00</b>	<b>-300,000.00</b>	
<b>Total WILLOW CREEK QUARRY</b>	<b>4,410.99</b>	<b>316,100.00</b>	<b>-311,689.01</b>	<b>1.40 %</b>
<b>Total GENERAL FUND EXPENSES</b>	<b>431,086.12</b>	<b>2,028,895.00</b>	<b>-1,597,814.88</b>	<b>21.25 %</b>
PARK & MARINA EXPENSES				
6220 Materials and Services - PM				
6229 Maintenance & Supplies - PM	5.34		5.34	
<b>Total 6220 Materials and Services - PM</b>	<b>5.34</b>		<b>5.34</b>	
<b>Total PARK &amp; MARINA EXPENSES</b>	<b>5.34</b>		<b>5.34</b>	
RESERVE FUND EXPENSES				
9500 Repair, Maint., Grant Match		152,122.00	-152,122.00	
<b>Total RESERVE FUND EXPENSES</b>		<b>152,122.00</b>	<b>-152,122.00</b>	
<b>Total Expenses</b>	<b>\$2,200,461.25</b>	<b>\$7,795,317.00</b>	<b>\$-5,594,855.75</b>	<b>28.23 %</b>
NET OPERATING INCOME	<b>\$140,353.11</b>	<b>\$0.00</b>	<b>\$140,353.11</b>	<b>0.00%</b>
Other Expenses				
1003-1 LGIP-Misc.	0.25		0.25	
<b>Total Other Expenses</b>	<b>\$0.25</b>	<b>\$0.00</b>	<b>\$0.25</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$-0.25</b>	<b>\$0.00</b>	<b>\$-0.25</b>	<b>0.00%</b>

# PORT OF ARLINGTON

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	<b>\$140,352.86</b>	<b>\$0.00</b>	<b>\$140,352.86</b>	<b>0.00%</b>



# DIRECTOR REPORT

April 2, 2026

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## 5A AUDIT STATUS

Port of Arlington Audits are performed by Accuity in accordance with our Corrective Action Plan. The year ending June 30, 2024 is finished and filed with Secretary of State on March 24, 2026. Port staff attended the 2026 Audit Workshop hosted by Accuity in Albany on March 31. We learned certain steps that will best track funds accounts, and streamline preparation of our annual budget.

## 5B ALKALI RIDGE SUBDIVISION

LandWise will outline marketing work. A new topo map will help envision layout of Lots 1, 14, 15.

## 5C ISLAND PARK DRYWELL GRATE REPLACEMENT

A temporary fix was attempted, but it didn't resolve the issue, to be performed by the correct repair.  
***Motion: Move to approve grate quote by Bolen Construction LLC in the amount of \$4,050.***

## 5D RECREATIONAL TRAILS IMMUNITY

Attorney Anna Cavaleri, Port Legal Counsel, prepared appropriate documents that correlate with updated state laws regarding recreational trails immunity, to protect the Port from frivolous claims.  
***Motion: Move to approve Resolution 2026-01 regarding use of Port property.***

## 5E CITY WELL EASEMENT

### Background

Marketing and economic development are key tasks by the Port in our Strategic Business Plan. Since 2010, collaborative efforts by Port of Arlington and City of Arlington promoted preparation of the Arlington Mesa. Both entities contributed significantly to invite more industrial development.

Our Joint Memorandum of Agreement (2010) outlines our core purposes to achieve positive goals. The City conveyed a 30-acre parcel (2011) as the Port designed and constructed the Flex building. The Industrial Site Certification process (2014) prepared effectively for data center development. By this pattern, AWS purchased 406 acres of industrial land from the City (2024) and Port (2025).

### Development

The City is preparing corresponding engineering design and infrastructure installations for water to be pumped from the Columbia River, starting from Port land near the grain elevator and scales.

The Port approved test drilling by prior authorization, with an operational agreement under review. As contract format, a Perpetual Easement will allow the City to use Port land for a pumping station. Port Board gave feedback (Nov 2025) on finalizing an agreement, emphasizing fair compensation.

### Reasoning

First, the Insitu facility (2012) was built by the Port, but with an underlying land lease from the City, by monthly payments of \$1800 x 10 years from Oct 2012 to 2022 = \$216,000 paid by Port to City. Note that this amount is significantly more than the value of previously undeveloped barren land.

Second, another substantial expensive contribution by the Port is Alkali Ridge Subdivision (2025). It adds tremendous value city-wide for planned expansion, traffic flow, and emergency response. In turn, it will also add to city tax revenue stream by eventual residential lot sales and houses built.

The Port supplied \$1.5M of subdivision infrastructure for Alkali Ridge (2025) with city-wide benefit, but with minimal involvement or investment by the City of Arlington. For these several reasons, the draft Perpetual Easement for the Columbia River Pump Station will require fair compensation.

Together, these factors clearly impact setting appropriate payment amounts, yet to be determined. A potential modification would be for the City to reduce or eliminate the full rate charged for water, sewer, and garbage fees for the Port RV spaces, as compared to larger permanent homesite lots.

## 5F OTHER

We gratefully welcome Paley Thompson as Part-Time Administrative Assistant to begin April 6.

*Port of Arlington, April 9, 2026 Port Board Meeting, Director Report by Jed Crowther*

# Monthly Project Update



5B

**Project Name** Alkali Ridge  
**Prepared For** Port of Arlington Board of Commissioners  
**Meeting Date** April 9, 2026  
**Prepared By** LandWise Real Estate Advisors, LLC  
Tiffani Deal

## Project Activity Update

### A. Lot Sales Activity

Lot 9 remains under contract. The buyer is currently finalizing plans with their manufactured home contractor and working through coordination with the planning and building departments to ensure all requirements are met for development.

There are no additional lot sales to report at this time.

### B. Buyer and Market Interest

Buyer interest has slowed compared to the previous reporting period; however, inquiries continue to come in on a regular basis. Most interest is being generated through Facebook and broader social media marketing efforts, including paid sponsored posts and advertisements.

Additional inquiries are also being received through Zillow, as well as occasional direct outreach from prospective buyers. Overall activity has softened.

### C. Development and Builder Outreach

Developer outreach and engagement remain limited at this time. Interest from developers continues to be closely tied to the outcome of the pending rezoning application. Until there is greater clarity on whether higher-density development will be permitted, we won't see many developers interested.

### D. Regional Employer Outreach

I received follow-up communication from the regional representative at Waste Management. Due to scheduling conflicts and the representative's planned vacation, we were not able to connect prior to his time away.

He is expected to return on April 11, and I have scheduled a follow-up to reconnect at that time and continue discussions regarding potential workforce housing opportunities and employer engagement.

### E. Marketing and Social Media

Marketing efforts have continued using the same overall strategy, including social media outreach, boosted posts, and paid advertising campaigns.

Engagement levels have been somewhat lower compared to the previous month; however, these efforts continue to generate questions, comments, and direct inquiries from prospective buyers. Overall, activity remains primarily inquiry-based.

5C



# BID PROPOSAL

Bolen Construction  
 P.O. Box 288  
 Hermiston, OR 97838  
 Oregon CCB: 234929  
 Washington CCB: BOLENCL7930S

ATTN: **Jed Crowther, James Metzker**

Date **3/26/2026**

PROPOSAL TO: **Port of Arlington**

Job Name: **Boat parking drywell repair**  
 Date of Plans: **NA**  
 Estimate No.: **1**  
 Revision Date:

PHONE:

### Scope of Work and Clarifications

#### Clarifications:

The proposal is based on all work occurring on a single mobilization.

#### Inclusions:

Materials and labor to repair one drywell grate in the boat ramp parking lot. Pricing includes removal of asphalt, adjustment rings, new casting and grate, and concrete collar. Existing grate will not fit modern manhole casting. **Cleaning of Structure includes rental of vac trailer, labor and trucking to dispose of waste.**

This bid is based upon a mutually agreeable construction schedule.

Item	QTY	UOM	Description	Unit Price	Extension	Totals
1	1	LS	Mobilization (min)	\$400.00	\$400.00	
2	1	LS	Casting and Grate	\$650.00	\$650.00	
3	1	LS	Bagged Concrete	\$300.00	\$300.00	
4	1	LS	Manhole adjustment	\$1,200.00	\$1,200.00	
5	1	EA	<b>Cleaning of Structure</b>	\$1,500.00	\$1,500.00	
					\$0.00	
<b>Bid Total:</b>					<b>\$4,050.00</b>	

#### Notes:

##### QUALIFICATIONS

1. Proposal Validity: Proposal is valid for 30 calendar days from the date shown on Page 1.
2. Working Hours: Proposal assumes a standard Monday–Friday daytime, 40 hour work week.
3. Wage Rates: Proposal assumes private wage rates.
4. Contract Conditions: Proposal is subject to a mutually agreeable contract and schedule.
5. Materials: Proposal assumes NON AIS/domestic materials.
6. Payment Terms: Payments shall be made within thirty (30) days of the date Bolen Construction submits its invoice to Owner. Payments shall be made in full without deduction for retainage, offset, or any other reason.

EXCLUSIONS:

1. Permits, Special Inspection, As-Built drawings, Engineering.
2. Tax, Bonds, Escalation, Retention.
3. Project specific Wage rates, Labor agreements, Insurance requirements.
4. Accelerated schedule, Night work.
5. De-Watering
6. Trenching
7. Traffic Control

ADDITIONAL TERMS AND CONDITIONS

Bolen Construction LLC agrees to perform the services detailed in the accompanying scope of work, using industry standards and complying with all applicable laws.

Bolen Construction LLC's liability is limited to direct damages only, excluding incidental or consequential damages. The Customer/Contractor agrees to indemnify and hold Bolen Construction LLC harmless from any claims or losses, except those resulting from gross negligence or willful misconduct by Bolen Construction LLC.

Any changes to the scope of work require a written Change Order signed by both parties, and no additional work will be performed without such approval.

Bolen Construction LLC shall maintain appropriate insurance as required, with proof provided before work commencement.

Either party may cancel this agreement by providing written notice to the other party at least 7 days prior to the scheduled date of work. In the event of cancellation by the Client, Bolen Construction LLC shall be entitled to payment for all work completed up to the date of cancellation, plus any costs incurred due to the cancellation.

Bolen Construction LLC reserves the right to file a lien against the property for any unpaid balance on this contract. Full payment, without any deduction for retainage, offset, or any other reason, is due within 30 days of invoice. In case of non payment, Bolen Construction LLC may suspend work without liability for delays. Failure to make payment in accordance with the agreed terms will result in the filing of such a lien, and the Customer agrees to cover all related costs, interest accruing on the unpaid balance at 1½% per month, and any legal fees incurred by Bolen Construction LLC.

All other disputes will be resolved through binding arbitration under the rules of the American Arbitration Association, with the prevailing party entitled to recover reasonable attorney fees and costs.

If you have any questions, please don't hesitate to call. I can be reached at the office at (541) 571-8275.

Sincerely,



Kai Bolen  
Member/Manager

Acceptance: By signing below, the recipient acknowledges acceptance of the bid and agrees to the terms and conditions outlined above, thereby entering into a binding contract for the performance of the specified work

Date: \_\_\_\_\_

Customer/Contractor Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

5 D

**PORT OF ARLINGTON  
Resolution No. 2026-01**

**A RESOLUTION OPTING TO LIMIT LIABILITY FOR CERTAIN CLAIMS ARISING FROM THE USE OF PUBLIC TRAILS OR STRUCTURES IN PUBLIC EASEMENTS AND UNIMPROVED RIGHTS-OF-WAY PURSUANT TO ORS 105.668.**

**WHEREAS**, the Port of Arlington, a district organized under ORS Chapter 777.005 (the “Port”), constructs and maintains trails and other structures, both on Port-owned property and in public easements or unimproved rights-of-way, within the Port’s geographic boundaries in and around the Cities of Arlington, Condon, and Lonerock, Oregon; and

**WHEREAS**, the Port encourages (1) property owners to grant easements for public trail use and (2) private groups and their volunteers to construct and maintain trails and other structures in public easements or unimproved rights-of-way; and

**WHEREAS**, ORS 105.672 to 105.688 provides certain immunities from liability for owners of publicly or privately owned land (as well as to holders of easements on such land) who allow such land to be used, without charge, for recreational purposes; and

**WHEREAS**, ORS 105.668(2) provides that a personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on an equine or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against: (1) a city with a population of 500,000 or more, (2) the officers, employees or agents of the city to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285, (3) the owner of land abutting the public easement or unimproved right-of-way in the city, or (4) a nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right of way; and

**WHEREAS**, ORS 105.668(3) allows cities with a population of less than 500,000 to opt into the trail use immunity by ordinance, resolution, rule, order or other regulation; and

**WHEREAS**, 2025 Oregon Laws Chapter 220, Section 1 (SB 179) amended ORS 105.668(3) to extend these opt-in rights to any “Local government,” as defined in ORS 174.116, including any port district organized under ORS Chapter 777.005; and

**WHEREAS**, the public uses the Port’s trails for recreational purposes includes, but is not limited to, outdoor activities such as fishing, swimming, boating, camping, picnicking, hiking, walking, running, or bicycling, nature study, outdoor educational activities, waterskiing, viewing or enjoying historical, scenic or scientific sites or volunteering for any public purpose project as well as for non-recreational purposes (e.g., commuting); and

**WHEREAS**, the Port believes it is important to protect and support activities of the Port, property owners, community groups, and volunteers that make trails available for public use; and

**WHEREAS**, the Port desires to adopt the immunity from liability provided under ORS 105.668 to further the public interest by protecting and supporting the efforts and activities of the Port, property owners, and other parties who construct and maintain trails and make such trails as well as unimproved right of ways available for public use.

**NOW, THEREFORE**, the Board of Commissioners of the Port resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2026-01 (this “**Resolution**”) are hereby adopted.
2. Limitation on Liability. Pursuant to ORS 105.668(3), the Port hereby adopts the limitation on liability provided under ORS 105.668(2). Without otherwise limiting the generality of the immediately preceding sentence, a personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on an equine or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against any of the following: (a) the Port; (b) the officers, employees or agents of the Port to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285; (c) the owner of land abutting the public easement or unimproved right of way in the Port; or (d) a nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right-of-way. For purposes of this Resolution, “structures” means improvements in a trail, including, but not limited to, stairs and bridges, that are accessible by a user on foot, on equine or on a bicycle or other nonmotorized vehicle or conveyance; “unimproved right-of-way” means a platted or dedicated public right of way over which a street, road or highway has not been constructed to the standards and specifications of the local government with jurisdiction over the public right of way and for which the local government has not expressly accepted responsibility for maintenance.
3. Exceptions. This Resolution does not grant immunity from liability: (a) except as provided in Section 2(b), to a person that receives compensation for providing assistance, services or advice in relation to conduct that leads to personal injury or property damage; (b) for personal injury or property damage resulting from gross negligence or reckless, wanton, or intentional misconduct; or (c) for an activity for which the actor is strictly liable without regard to fault.
4. Severability; Effective Date. For purposes of this Resolution, the singular includes the plural, and the plural includes the singular; the word “or” is not exclusive, and the words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution will be in full force and effect from and after its approval and adoption.

**ADOPTED** by the Board of Commissioners of the Port on this \_\_\_\_ day of \_\_\_\_\_, 2026.

---

Leah Shannon,  
President,

Attest:

---

Jed Crowther,  
Executive Director

5E

After recording, return to:

City of Arlington  
500 W. 1<sup>st</sup> Street  
Arlington, OR 97812

**PERPETUAL EASEMENT**  
**(Public Utility and Access Easement)**

The Port of Arlington, a municipal corporation of the State of Oregon, (GRANTOR), grants to the City of Arlington, a municipal corporation of the State of Oregon, (CITY) a perpetual easement for private access and public/private utility easement purposes on, over and under the real property situated in Gilliam County, Oregon described on Exhibit A attached hereto and depicted on Exhibit B attached hereto (the "Easement Area").

The Easement Area shall only be used for **private access and public/private utility purposes, including the construction and maintenance of a water pumping facility consisting of three (3) wells, a pump station, and piping.**

**EASEMENT TERMS AND CONDITIONS**

1. **Consideration.** As consideration for the Easement granted herein, CITY, shall pay GRANTOR compensation, as provided below.

A. **Minimum Annual Guaranteed Payment.** CITY shall pay GRANTOR a minimum annual guaranteed payment of \$ 12,000 \_\_\_\_\_ per calendar year ("Minimum Annual Payment") plus 3% CPI adjustment increase annually.

(a) The Minimum Annual Payment shall be paid in four equal quarterly installments.

B. **Quarterly Percentage Payment.** CITY shall pay to GRANTOR, on a quarterly basis, an amount equal to  percent (%) of actual gallonage pumped by CITY during each calendar quarter and attributable to water service delivered through water system facilities located within the Easement Area multiplied by the established current city industrial bulk water rate.

**Commented [A1]:** Percentage amount yet to be determined, perhaps based on a small percentage of city bulk water rates per 1000 gallons.

C. **Reporting and Audit Rights.** Quarterly payments shall be accompanied by a written revenue statement showing actual gallonage pumped by CITY during each calendar quarter and attributable to water service delivered through water system facilities located within the Easement Area, together with the calculation basis for GRANTOR's Quarterly Percentage Payment as set forth in Section 1.B above. CITY shall maintain records sufficient to verify calculations. GRANTOR may, not more than once annually and upon thirty (30) days' written

notice, review relevant utility records during normal business hours. If an annual audit demonstrates an underpayment exceeding five percent (5%), CITY shall pay the deficiency.

D. Covenant Running with Easement. Subject to the limitations set forth herein, this compensation obligation shall run with the Easement for its term and bind successors operating the municipal water utility.

2. The purpose of the easement is for CITY to install, operate, inspect, maintain, repair and reconstruct facilities now and in the future related to the purposes stated above and for ingress and egress in furtherance of the purposes stated above. This may include three or more underground wells, pipelines as well as a pump station structure, vaults, manholes, power lines, telemetry lines, poles, and other appurtenances above and below the ground as necessary for the purposes stated above. City shall be responsible for repairing any damage caused by pump operations, including settling of ground or sloughing off of rip rap along the riverbank.
3. CITY, its employees, agents, contractors, and invitees shall have access to and the right to enter the easement property at any time for the purposes of the easement.
4. Following any excavation for underground infrastructure, the surface of the easement property shall be restored by CITY within a reasonable time after completion of any work in the easement to substantially the same condition as the surface of the easement was prior to the work. CITY is not obligated to restore uses inconsistent with Paragraph 5 of this Easement.
5. GRANTOR shall not place or allow to remain on or in the easement property permanent structures, walls, irrigations systems controls or piping, or stored piles of any materials. Property line or decorative fencing, subject to land use and building permit requirements, are permitted but may be removed by CITY as necessary for the purposes of this easement with GRANTOR responsible for reinstallation.
6. Within the easement property, GRANTOR shall not store, use, manufacture, dispose of nor allow migration onto the easement property any materials that are hazardous or constitute a public health hazard as defined by law.
7. This easement shall bind and inure to the benefit of the immediate parties and their respective heirs, executors, administrators, successors, and assigns.
8. Indemnification. To the fullest extent permitted by law, and subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, CITY shall defend (with counsel reasonably acceptable to GRANTOR), indemnify, and hold harmless GRANTOR and GRANTOR's officers, agents, employees, successors, and assigns from and against any and all claims, demands, damages, losses, liabilities, liens, penalties, fines, costs, and expenses (including, without limitation, reasonable attorneys' fees and costs of investigation and defense) arising out of or relating to: (a) CITY's use, occupancy, or maintenance of the Easement Area; (b) any construction, installation, operation, repair, or removal of improvements by or on behalf of CITY within the Easement Area; and (c) any act or omission of CITY or its officers, employees, agents, contractors, or invitees in connection with this easement. This indemnification obligation applies regardless of whether such claim is caused in part by the negligence of GRANTOR,

but shall not apply to the extent a claim is caused by the sole negligence or willful misconduct of GRANTOR.

CITY's duty to defend is immediate upon tender of a claim by GRANTOR and is separate from and in addition to CITY's duty to indemnify.

Subject to the same limitations of liability described above, GRANTOR shall indemnify, defend, and hold harmless CITY and its officers, employees, and agents from and against claims to the extent caused by the sole negligence or willful misconduct of GRANTOR.

The provisions of this Section 8 shall survive termination of this easement.

9. Termination of Easement. This easement shall terminate upon the occurrence of any of the following events:
  - A. Abandonment by CITY. The easement shall terminate if CITY abandons the easement. For purposes of this Agreement, "abandonment" means (i) CITY's cessation of use of the easement for its intended purpose for a continuous period of one (1) year, and (ii) evidence of intent not to resume such use. Upon abandonment, GRANTOR may provide written notice to CITY identifying the basis for abandonment. If CITY does not resume use or provide written evidence of intent to resume use within thirty (30) days after receipt of such notice, the easement shall be deemed terminated.
  - B. Mutual Agreement. The easement may be terminated at any time by mutual written agreement of GRANTOR and CITY.
  - C. Written Release and Recording. Upon termination of the easement for any reason, the Parties shall execute a written instrument in recordable form (the "Termination of Easement") confirming such termination. The Termination of Easement shall be recorded in the real property records of Gilliam County. If CITY fails or refuses to execute such instrument within thirty (30) days after written request from GRANTOR following termination, GRANTOR may execute and record a declaration of termination supported by reasonable evidence of abandonment or other basis for termination.
  - D. Reversion of Rights. Upon termination of the easement, all rights, title, and interest granted to CITY under this Agreement shall automatically revert to GRANTOR (or GRANTOR's successors and assigns), and the Easement Area shall thereafter be free and clear of the easement. CITY shall, at its sole cost, promptly remove any of its personal property and improvements within the Easement Area and restore the property to a condition reasonably comparable to its condition prior to the easement, reasonable wear and tear excepted, unless otherwise agreed in writing by GRANTOR.
  - E. Survival. Any obligations of CITY that by their nature are intended to survive termination, including restoration obligations, shall survive termination of this Agreement.
10. Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon. Any legal action or proceeding arising out of or relating to this easement shall be brought exclusively in the Gilliam County Circuit Court.

[The remainder of this page is intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this easement as of the dates set forth below. Each individual signing on behalf of a party represents and warrants that he or she has full authority to bind that party to the terms of this easement. This easement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

GRANTOR:

ACCEPTED BY CITY/GRANTEE:

\_\_\_\_\_  
Leah Shannon  
President

\_\_\_\_\_  
Jeff Bufton  
Mayor

STATE OF OREGON            )  
  ) ss.  
County of Gilliam            )

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026, by **Leah Shannon**, as President of the Port of Arlington, a municipal corporation of the State of Oregon, on behalf of the Grantor.

/s/ \_\_\_\_\_  
Notary Public for Oregon  
My commission expires: \_\_\_\_\_

STATE OF OREGON            )  
  ) ss.  
County of Gilliam            )

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026, by **Jeff Bufton**, the Mayor of the City of Arlington, a municipal corporation of the State of Oregon, on behalf of the Grantee.

/s/ \_\_\_\_\_  
Notary Public for Oregon  
My commission expires: \_\_\_\_\_