



Port of Arlington

PO Box 279
Arlington, Oregon 97812
541-454-2868

**Port of Arlington
AGENDA
5:00 pm
Tuesday, August 14, 2018
Meeting Location:
Port Office – 100 Port Island Rd.
Arlington, OR 97812
Regular Commission Meeting**

- 1. Call meeting to order**
- 2. Public Comment on non-agenda items**
- 3. Consent Agenda:**
 - Approval of July 10, 2018 Commission meeting minutes
 - Approval of July 2018 payables
- 4. Chairman's Report – Donation Request**
- 5. Commissioner's Reports –**
- 6. Economic Development –**
 - 6.1 Irrigation Feasibility Study
 - 6.2 Flex Building Lease Pricing Structure
 - 6.3 OPPA Annual Conference in Coos Bay
 - 6.4 EDO Report
- 7. Administration - September 2018 Port Meeting Date – Currently Tuesday, September 11, 2018 (week of Pendleton Round Up)**

Upcoming Meetings:

Regular Commission Meeting on Tuesday, September 11, 2018 Port of Arlington Office

This meeting is conducted in a handicapped accessible room

Posted: Tuesday, September 4, 2018: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office -Condon & Arlington; Arlington City Hall; Port Office

Regular Commission Meeting
MINUTES
Port of Arlington
July 10, 2018
5 p.m.
Gilliam County Courthouse
Condon, OR

- 1. The Port of Arlington Commission meeting was called to order at 5:00 pm by President Wilson.**

Those Present: President Wilson; Commissioner Fitzsimmons; Commissioner McGuire; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Attorney Ruben Cleaveland;

Absent: Vice President Kennedy; Commissioner Hunking;

Audience: Paul Jayo; Susan Jones; Leah, Shaina, and Delaney Watkins; Les Ruark; Judge Shafer; Kip Krebs

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

- 3. Consent Agenda:**

- Approval of June 12, 2018 Commission Meeting Minutes
 - Approval of June 2018 Payables and Financials
- Commissioner Fitzsimmons moved to approve the consent agenda and Commissioner McGuire seconded. The motion carried 3-0.

- 4. Chairman's Report:** Request from Woolery Group to hold their annual Oktoberfest on Port property October 18 through 22, 2018. Consensus was to approve the request upon submittal of the required paperwork. Rod McGuire, key member of the Woolery project, abstained from any action or discussion.

- 5. Commissioner Reports:** None

- 6. Small Business Assistance Grants**

6.1 Countryside Dispatch Quarterly Report-The have moved 8 loads so far. Juniper Farms in Fossil has signed with them and they will be hauling for them tomorrow. They are currently processing two new clients. Their cash flow is good. They have created a website and a Facebook page.

6.2 Small Town Gossip, Jennifer Tilton – Ms. Tilton asked that her application be withdrawn indefinitely.

6.3 Paul Jayo, Arlington Towing, grant request for consideration. Mr. Jayo has been located at the former Industrial Tire building for the last 8 months. He is performing body work and mechanical work and wants to add a much needed towing service and is asking for \$4,880 to bring his tow truck into good working order. The Board agreed that there is definitely a need for a towing service in our area. Commissioner Fitzsimmons moved to approve the Grant request of \$4,880, with Conditions of Approval:

1. Quarterly reports, presented to the Board by the grant recipient, are required for the first year. They shall include a financial report and profit and loss spreadsheet along with a written progress report.

2. One year residence in Gilliam County, following approval of the grant.

3. Funds will be distributed on a reimbursement policy. Grant recipient will purchase materials and supplies and bring receipts to the Port for reimbursement.
4. A grant agreement will be prepared by Port Attorney. The agreement will include the conditions of approval along with a clause that the grant recipient will reimburse the Port for all monies received if grant recipient does not comply with the conditions of approval. Commissioner McGuire seconded. The motion carried 3-0.

7. Economic Development:

7.1 Lease Amendments and Renewals

7.1.1 WI Construction Inc. lease renewal. Commissioner McGuire moved to approve the Quarry Lease extension with WI Construction and Commissioner Fitzsimmons seconded. The motion carried 3-0.

7.1.2 Mid Columbia Producers – Discussion on draft lease amendment and leased area. Only the property upon which the scale and ramps sit is considered the leased property. Following discussion Commissioner Fitzsimmons moved to approve the lease amendment of MCP for the new scale. Commissioner McGuire seconded and the motion carried 3-0.

7.2 Irrigation Feasibility Study Discussion –EDO Mitchell gave the Board and audience a brief history of the Irrigation Project. Currently the Irrigation Exploratory Committee has been holding meetings and has attended a meeting with the City Council. Kip Krebs shared diversion point and routing information he has obtained. EDO Mitchell shared two maps with the Board. EDO Mitchell went through his scope of work document that was sent to three Engineering Firms, IRZ, Anderson and Perry, and CES. A spreadsheet with the results was handed to the Board. EDO Mitchell went through the results with the Board.

Break for Dinner 6:15 pm – 6:45 pm
Meeting cont'd

The Board consensus was to add “water right evaluation” to CES contract. Following a short discussion Commissioner Fitzsimmons moved to accept CES Feasibility Study with a “not to exceed cost of \$17,000”. Commissioner McGuire seconded and the motion carried 3-0.

7.3 Flex Building Lease Pricing Structure – Tabled to next meeting

7.4 EDO Report – A Town Throw Down Recap - The Board directed Port Manager to get a release for Tony Price photography from The A Town Throw Down event.

8.0 Administration

8.1 Annual Housekeeping

8.1.1 Designate monthly meeting date, time, and place – Commissioner McGuire moved to keep all items the same as last year. Commissioner Fitzsimmons seconded and the motion carried 3-0.

8.1.2 Designate Newspapers of record, Attorney of Record, Depositories of Record; Auditor of Record. Commissioner McGuire moved to keep all the same as last year. Commissioner Fitzsimmons seconded and the motion carried 3-0.

8.2 Appoint Budget Officer for FY 2018-19 – Commissioner Fitzsimmons moved

to appoint Denise Ball as Budget Officer for FY 2018-19. Commissioner McGuire seconded and the motion carried 3-0,

8.3 Port Commission Election of Officers for President, Vice President, Secretary/Treasurer. Commissioner Fitzsimmons moved to keep the same Officers and Commissioner McGuire seconded. The motion carried 3-0

8.4 *Executive Session per ORS 192.660(2)(a) to consider the employment of an officer, employee, staff member, or agent...*

Recess to Executive Session at 7:26 pm

Re-Adjourn to Regular Session at 7:56

Action following Executive Session: Commissioner McGuire moved to offer the Administrative position to Kelly Margheim. There will be a 180 day probation, \$20/hr to start. After 30 days employment, full benefits will become active. Commissioner Fitzsimmons. The motion carried 3-0.

Meeting adjourned 8:00 pm

President Ron Wilson

V.P. Dewey Kennedy

**Port of Arlington
Regular Monthly Commission Meeting
Tuesday, August 14, 2018
J U L Y 2 0 1 8 P A Y A B L E S**

Resources:

Deposits and Credits through 07/31/2018 (see attached detail)

Total Deposits and Credits– All Accounts \$ 29,365.51

Expenses:

Checks Written: 8743 through 8772

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

Total Expenses and Transfers– All Accounts (\$482,433.54)

Bank Balance Information:

Ending Balance as of 7/31/18: Bank of Eastern Oregon Checking: \$ 22,590.68
Bank of E. Oregon Reserve Fund: \$ 41,542.46
Bank of E. Oregon Muni Market Fund: \$ 159,771.94
LGIP: (7/31/18) \$1,392,912.42

Commission President Ron Wilson

Vice President Dewey Kennedy

10:22 AM

08/01/18

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '18 - Jun 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	0.00	914,400.00	0.0%
4010 · Taxes-Current	120.07	100,000.00	0.1%
4011 · Taxes-Prior	16.25	500.00	3.3%
4022 · Interest - LGIP A/C	0.00	10,000.00	0.0%
4030 · Land Rental	0.00	10,000.00	0.0%
4050 · Grain Elevator Lease Pymt	0.00	103,000.00	0.0%
4110 · Grants Income			
4111 · OSMB Grant	0.00	100.00	0.0%
4113 · Gilliam County Grant	0.00	100.00	0.0%
4114 · Unanticipated Grant Funds	0.00	100.00	0.0%
4115 · Safety Grant	0.00	100.00	0.0%
4116 · Grant-Island Erosion Repair	0.00	0.00	0.0%
4120 · MAPS Grant	0.00	7,050.00	0.0%
Total 4110 · Grants Income	0.00	7,450.00	0.0%
4210 · Marina Revenue	1,132.00	5,000.00	22.6%
4211 · RV Park Revenues			
4211-4 · RV Park Dry Camp	291.00		
4211-3 · RV Park Daily Rent	1,540.00		
4211-2 · RV Park Weekly Rent	375.00		
4211-1 · RV Park Monthly Rent	2,625.00		
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
Total 4211 · RV Park Revenues	4,831.00	40,000.00	12.1%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	1,729.80	7,000.00	24.7%
4213-1 · Diesel Sales	876.54	2,000.00	43.8%
Total 4213 · Marina Fuel Revenue	2,606.34	9,000.00	29.0%
4214 · Marina Power and Water Revenue	200.00	200.00	100.0%
4340 · Willow Creek Rock Sales	2,810.82	5,000.00	56.2%
4400 · Donations/Gifts	0.00	100.00	0.0%
4500 · Miscellaneous Income	30.00	100.00	30.0%
Total GENERAL FUND RESOURCES	11,746.48	1,204,750.00	1.0%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	0.00	335,056.00	0.0%
5031 · Building Lease 11-002	15,200.00	91,200.00	16.7%
5032 · Building Lease 11-004	2,500.00	1,000.00	250.0%
5033 · Flex Bldg Lease	0.00	1,000.00	0.0%
5113 · Grants - Gilliam County	0.00	350,000.00	0.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5116 · Grants - Other	0.00	6,000.00	0.0%
5130 · SIP Funds	0.00	25,000.00	0.0%
5600 · Transfer from General Fund	0.00	0.00	0.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOUR...	17,700.00	810,256.00	2.2%
RESERVE FUND RESOURCES			
9001 · Transfer from General Fund	0.00	10,300.00	0.0%
9002 · Interest Earned Reserve Fund	0.00	350.00	0.0%
9000 · Reserve Fund Beginning Balance	0.00	41,000.00	0.0%
Total RESERVE FUND RESOURCES	0.00	51,650.00	0.0%
Total Income	29,446.48	2,066,656.00	1.4%
Expense			
6560 · Payroll Expenses	1.75		

10:22 AM

08/01/18

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
 YTD

	Jul '18 - Jun 19	Budget	% of Budget
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	1,814.65	23,000.00	7.9%
6009 · Administrative Assistant	2,994.61	45,000.00	6.7%
6011 · Payroll Taxes - Staff	371.48	5,000.00	7.4%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	169.74	250.00	67.9%
6015 · Employee Benefits Insurance	1,012.90	25,000.00	4.1%
6016 · Employee Benefits Retirement	577.11	8,000.00	7.2%
Total 6000 · Personal Services - AD	6,940.49	106,750.00	6.5%
6100 · Materials and Services - AD			
6111 · Utilities	44.00	3,000.00	1.5%
6112 · Office Supplies and Equipment	49.99	3,000.00	1.7%
6113 · Legal Fees	1,072.50	9,000.00	11.9%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	156.71	3,000.00	5.2%
6115 · Dues, Subscriptions, Fees - Other	5.25	2,000.00	0.3%
Total 6115 · Dues, Subscriptions, Fees	161.96	5,000.00	3.2%
6116 · Audit, Budget, Legal Notices	0.00	8,000.00	0.0%
6117 · Telephone and Internet Srv.	378.90	2,000.00	18.9%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	0.00	2,500.00	0.0%
6120 · Medi/SS for Commissioners	0.00	300.00	0.0%
6121 · Donations	100.00	1,000.00	10.0%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	0.00	200.00	0.0%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	30,700.00	0.0%
6127 · Commissioner Conference & Trave	60.50	3,000.00	2.0%
6128 · Staff Travel/Food/Lodging	0.00	500.00	0.0%
6129 · Postage	0.00	800.00	0.0%
6130 · Bad Debt Write Off	0.00	1,500.00	0.0%
Total 6100 · Materials and Services - AD	1,867.85	75,250.00	2.5%
6170 · Transfers Out of General Fund	0.00	10,300.00	0.0%
Total ADMINISTRATION EXPENSES	8,808.34	192,300.00	4.6%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	1,165.97	12,500.00	9.3%
6611 · Payroll Taxes	91.84	750.00	12.2%
6612 · Worker's Comp Insurance	347.59	500.00	69.5%
Total 6600 · Personal Services	1,605.40	13,750.00	11.7%
6620 · Materials & Services			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	29.00	1,000.00	2.9%
6623 · Comfort Station Supplies	0.00	1,800.00	0.0%
6624 · Park Electricity	0.00	1,500.00	0.0%
6625 · Pest Control / Chem & Fert.	0.00	200.00	0.0%
6626 · Insurance	0.00	2,000.00	0.0%
6627 · Park Maintenance & Supplies	523.66	2,800.00	18.7%
6628 · Miscellaneous	0.00	100.00	0.0%
Total 6620 · Materials & Services	552.66	10,600.00	5.2%

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08/01/18

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '18 - Jun 19	Budget	% of Budget
6630 · Capital Outlay			
6635 · Grant Match Isl.Erosion Repair	0.00	20,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	10,000.00	0.0%
6631 · Park Improvements	0.00	90,000.00	0.0%
6632 · Engineering & Surveying	0.00	10,000.00	0.0%
Total 6630 · Capital Outlay	0.00	130,000.00	0.0%
Total ISLAND PARK	2,158.06	154,350.00	1.4%
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	46.19	3,700.00	1.2%
6711 · Payroll Taxes	3.61	250.00	1.4%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
Total 6700 · Personal Services	99.80	4,000.00	2.5%
6720 · Materials & Services			
6721 · Marina Electricity	0.00	3,000.00	0.0%
6722 · OMB Repairs - 1/2 MAPS	0.00	2,000.00	0.0%
6723 · Insurance	0.00	2,500.00	0.0%
6724 · Marina Maint. & Supplies	0.00	2,500.00	0.0%
6725 · Miscellaneous	0.00	500.00	0.0%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	3,000.00	0.0%
6727-1 · Marina Gas	0.00	11,000.00	0.0%
Total 6727 · Marina Fuel	0.00	14,000.00	0.0%
Total 6720 · Materials & Services	0.00	24,500.00	0.0%
Total MARINA	99.80	28,500.00	0.4%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	47.77	3,000.00	1.6%
6311 · Payroll Taxes, Maintenance - RV	3.78	300.00	1.3%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
Total 6300 · Personal Services - RV	251.55	3,500.00	7.2%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	291.20	4,000.00	7.3%
6322 · Sanitation - RV	104.00	2,000.00	5.2%
6323 · Electricity - RV Park	0.00	7,500.00	0.0%
6324 · WIFI - RV	89.90	600.00	15.0%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	7.59	1,000.00	0.8%
6327 · Insurance - RV	0.00	1,000.00	0.0%
6328 · Misc. - RV	0.00	500.00	0.0%
6329 · Sewer	340.48	4,000.00	8.5%
Total 6320 · Materials & Services - RV	833.17	21,100.00	3.9%
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	0.00	5,000.00	0.0%
Total 6340 · Capital Outlay - RV	0.00	5,000.00	0.0%
Total RV PARK EXPENSES	1,084.72	29,600.00	3.7%
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,086.97	1,200.00	90.6%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	1,086.97	1,300.00	83.6%

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08/01/18

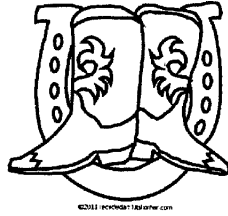
Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '18 - Jun 19	Budget	% of Budget
6540 · Capital Outlay - WQ			
6542 · Engineering & Surveying	0.00	50,000.00	0.0%
6540 · Capital Outlay - WQ - Other	0.00	748,700.00	0.0%
Total 6540 · Capital Outlay - WQ	0.00	798,700.00	0.0%
Total WILLOW CREEK QUARRY	1,086.97	800,000.00	0.1%
Total GENERAL FUND EXPENSES	13,237.89	1,204,750.00	1.1%
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	5,443.98	67,000.00	8.1%
8410-1 · Admin. Asst. 1/3	1,542.67	20,000.00	7.7%
8411 · Payroll Taxes	539.36	9,500.00	5.7%
8412 · Worker's Comp Ins.	150.00	300.00	50.0%
8413 · Employee Benefits - Insurance	1,665.09	35,000.00	4.8%
8414 · Employee Benefits - Retirement	838.40	15,000.00	5.6%
Total PERSONNEL SERVICES	10,179.50	146,800.00	6.9%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	807.37	8,000.00	10.1%
8422 · Training/Seminars/Conventions	0.00	5,000.00	0.0%
8423 · Legal Fees	0.00	1,000.00	0.0%
8424 · Office Supplies & Equipment	31.37	1,000.00	3.1%
8424-3 · Consultant	0.00	4,000.00	0.0%
8425 · Utilities	44.00	1,500.00	2.9%
8426-1 · Dues & Subscriptions	0.00	500.00	0.0%
8426 · Advertising & Marketing	75.00	35,000.00	0.2%
8427 · Telephone & Internet Service	321.00	3,500.00	9.2%
8428 · Website Develop. & Maint.	0.00	1,500.00	0.0%
8429 · Building Insurance	0.00	9,000.00	0.0%
8430 · City of Arlington Insitu Lease	3,600.00	21,600.00	16.7%
8430-1 · Feasibility Studies	0.00	114,000.00	0.0%
8430-2 · Grant Match	0.00	15,000.00	0.0%
8430-3 · Business Start Up Program	1,256.95	35,000.00	3.6%
8430-4 · Property Taxes	4,919.57	5,000.00	98.4%
8433 · Telecom Infrastr Creation	0.00	0.00	0.0%
8439 · Contingency	0.00	30,000.00	0.0%
Total MATERIALS AND SERVICES	11,055.26	290,600.00	3.8%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	0.00	17,000.00	0.0%
8432 · Engineering & Surveying	0.00	37,856.00	0.0%
8435 · Building Construction	209,705.23	305,856.00	68.6%
Total CAPITAL OUTLAY	209,705.23	360,712.00	58.1%
DEBT SERVICE			
8441 · Loan - Principal	763.84	9,250.63	8.3%
8442 · Loan - Interest	248.16	2,893.37	8.6%
Total DEBT SERVICE	1,012.00	12,144.00	8.3%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	231,951.99	810,256.00	28.6%
RESERVE FUND EXPENSES			
9500 · Repair, Maint., Grant Match	0.00	51,650.00	0.0%
Total RESERVE FUND EXPENSES	0.00	51,650.00	0.0%
Total Expense	245,191.63	2,066,656.00	11.9%
Net Ordinary Income	-215,745.15	0.00	100.0%
Net Income	-215,745.15	0.00	100.0%

*gave \$125⁰⁰ L.Y.
1/2 North 1/2 South*

Columbia Basin High School Rodeo Club



Howdy,

Columbia Basin High School Rodeo Club (CBHSR) is sponsoring an Oregon High School Rodeo September 2nd & 3rd in Condon Oregon. Each year our club depends on sponsors and volunteers like you to help put on our rodeo. Our club is made up of students from Arlington, Condon, Dufur, Fossil, and Grass Valley. We are asking for your assistance to help make our rodeo a success.

The CBHSR contributes greatly to the surrounding communities and to the many businesses in our areas. This rodeo not only brings in High School Rodeo families from all over the state of Oregon, but it also provides a fun and welcoming environment for family and friends.

CBHSR Club would greatly appreciate your sponsorship or volunteer help for our September rodeo. To volunteer or sponsor an event you can simply fill out the Volunteer/Sponsor Option enclosure and mail it in along with a check to: CBHSR c/o Bonnie Johnson, PO Box 364, Condon, OR 97823.

Thank you so much for your support and we look forward to visiting with you about our rodeo.

Sincerely,

The Columbia Basin High School Rodeo Club

Alyssa Greenwood, Condon High School

Maddie Malcom, Dufur High School

Allie Marker, Sherman High School

Clint Rutherford, Wheeler High School

Kallyn Wilkins, Condon High School

Kade Wilkins, Condon Grade School

Gilliam County Auction Committee
PO Box 656 - Condon, OR 97823

\$100⁰⁰
Last Year

July 5, 2018

Dear Auction Supporter,

The Gilliam County Fair is quickly approaching in August and we are once again reaching out for your support. Many of you are familiar with our auction committee and have contributed to the success of our county's 4-H livestock producers in the past. We greatly appreciate your generosity and look forward to your continued support of our local youth.

Your support, whether it's from the purchase of an animal or a donation to the auction pool, will help these young livestock producers with the expense of raising a quality animal in order to provide the choicest product for your dining pleasure. These youth also use the money they earn from the sale of their livestock to help with the ever-increasing expense of a secondary education, many of whom will continue on in various agricultural fields.

We have enclosed a brochure to provide you with some additional information on how the auction works as well as the *estimated* cost of an animal. This brochure also provides a section for you to mark your selection whether you prefer to purchase an animal or make a monetary donation to the auction pool. Please return that completed section to the Gilliam County Auction Committee at PO Box 656, Condon, OR 97823. If you are sending in a donation in lieu of purchasing an animal, please make your check payable to the "Gilliam County Auction Committee".

If you have any questions or need further assistance, please do not hesitate to contact any one of the auction committee members listed below. Do not contact the fair or extension offices as they are unable to answer questions. Thank you very much for your support and we look forward to another successful year!

Sincerely,

The Gilliam County Auction Committee

Shanna Gronquist	(541)980-2920
Melody Tucker	(256)438-0572
Heather Stephens	(541)314-5958
Kelly Smith	(541)965-2599



PO Box 279
Arlington, Oregon 97812
541-454-2868
July 25, 2018

Dear (Land owner),

The Port of Arlington is pleased to announce Cascade Earth Science has been selected to conduct a feasibility study to determine the viability of installing an irrigation system to the Lower Willow Creek and Eight mile bench areas. The study will look at diverting water from the mouth of Willow Creek at the Port's property along the Columbia River to farmland along the Willow Creek and Eightmile benches and adjacent lands.

In addition to the feasibility study, the Port Board of Commissioners has asked that a discussion of water rights be included. This will attempt to inform you of your ability and the legal process to add a secondary diversion point to your existing water right(s), the lease of The City of Arlington's water right, and additional rights that might be needed to make the project viable. Responding with information about your water right will not affect your water right in any way. This request is entirely informational to ensure the Port gets accurate information regarding feasibility of this project.

If you would like to be considered as part of this potential irrigation project, please provide your water right #(s), irrigation acreage and tax lot number(s) on the attached forms. This information will help determine which properties to focus the study. If you would like your dryland acreage considered as part of the study area, please identify the tax lot(s) and acreage you would like considered for irrigation also.

Once Cascade Earth Science has had an opportunity to study your responses, the Port will convene a meeting with all interested landowners to discuss the project in much greater detail.

If you have any questions please feel free to contact myself or Kip Krebs, Chairman of the Port of Arlington Irrigation project exploratory committee.

Best Regards,

Peter D. Mitchell, Port Manger

INDUSTRIAL SPACE RENTAL COMPARISONS

Property Address	City	Lease \$'s	Year	Lease Terms	Facility Size
20765 Carmen Loop	Bend	\$9/sf/yr	2018	Triple Net Lease	2,400 sq ft
688 SW Veterans Way	Redmond	\$8.40/sf/yr	2016	Triple Net Lease	2,000-14,000 sq ft
2653 SW High Desert DR.	Prineville	\$5.40/sf/yr	1998	Triple Net Lease	22,750 sq ft
6442 SE Crosswhite Way	Portland	\$10.20/sf/yr	1978	Triple Net Lease	5,600 sq ft
Port Hangar Building	Arlington	\$7.50 sf/yr	2017		4,000 sq ft
Insitu Building	Arlington	\$15.60/sf/yr	2012		6,000 sq ft

BUILDING & TENANT	JOB	USE	SQ FT	SPACE	RATE	PER MONTH	PER YEAR	TYPE	ADJUST	ADJUST DATE	REQUIRED NOTICE	UNIQUE TERMS AND OTHER PROVISIONS
EXPO CENTER, 405 Portway Ave												
Parking: 1. West Expo shares 20 spaces with lot #3 i.e. Key Development (revocable) 2. West Expo allocates approx 30 spaces for lot #2 (Dakine) - some shared. 3. West Expo allocates 26 spaces on a limited term for Hood River Juice (revocable).												
BC Marketing/Full Sail	14.0	Indust	10,290	Ware house	0.59	\$6,030						
02/08 - 6M / 6M		Comm'l	2,875	Office	1.15	\$3,310						Parking: All of East side parking lot reserved
			13,165			\$9,340	\$112,082	NN*	cpi	Mar 1	Six mo prior	*No Property Taxes
												Six month rolling lease
Mid-Columbia Distributing	3.0	Indust	7,763	Ware house	0.52	\$4,037	\$48,444	NNN	4%	Mar 1	Six mo prior	Six month rolling lease
09/08 - 6M / 6M												
Key Development Parking						\$200	\$2,400					
Hood River Juice Parking						\$520	\$6,240					
Vacant Commercial	0.0	Vac	1,207									
Vacant Industrial	0.0	Vac	2,668									
			14.9%									
Common Area	0.0	Other	1,228									
			4.7%									
TOTAL EXPO CENTER	17.0		26,031			\$14,097	\$169,166					

BUILDING & TENANT	JOBS	USE	SQ FT	SPACE	RATE	PER MONTH	PER YEAR	TYPE	ADJUST	ADJUST DATE	REQUIRED NOTICE	UNIQUE TERMS AND OTHER PROVISIONS
BIG 7: 616 Industrial Way												
Electronic Assemblers	28.0	Indust	2,600	302	0.55							
Electronic Assemblers		Indust	1,700	301	0.55							
Electronic Assemblers		Indust	5,000	303	0.55							
Electronic Assemblers		Comm'l	2,263	402	0.67							
1/91-10/15			11,563			\$6,631	\$79,575	NNN	Stepped	Nov-13	No	One 5 year option to 2020
GorgeNet	29.0											Parking: 10 designated parking spaces
12/03-09/19		Comm'l	3,821	401-402	0.61	\$2,330	\$27,959	NNN	cpi	May-14	No	
Slingshot	14.0	Comm'l	2,930	403	0.74	\$2,164	\$25,968	NNN	cpi	Mar-14	Jan 1	One 5 year option to 2019
3/09-2/14												
Insitu	16.0	Indust	12,675	201-205								
		Comm'l	3,800	101								
01/2010-12/2014			16,475		0.75	\$12,356	\$148,275	NN*	Stepped	Jan-14	Nov 1	*Insitu pays no property taxes
												Two 5 year options to 2024
Vacant		Vacant	500	102								
			1.3%									
Common Area		Other	3,565									
			9.2%									
TOTAL BIG 7	87.0		38,854			\$23,481	\$281,777					

BUILDING & TENANT	JOBS	USE	SQ FT	SPACE	RATE	PER MONTH	PER YEAR	TYPE	ADJUST	ADJUST DATE	REQUIRED NOTICE	UNIQUE TERMS AND OTHER PROVISIONS
HALYARD BUILDING, 707 Portway Ave												
Pfrem Brewing Company	18.0	Indust	4,754	101	0.88	\$4,184						Parking: 8 non-designated spaces
7/16/2012 - 6/30/2017		Comm'l	905		0.44	\$398						
			5,659									
Pfrem Brewing Leased / TI's in Progress						\$4,582	\$54,981	NNN	Stepped	July 1	April 1	Two 5 year renewals
About 9/1/2013 total rent on both spaces increases to \$8,026.92		Vac	3,633	102								
Pocket Fuel Leased / TI's in Progress	7.0	Indust	5,168	103				NN*	cpi			Occupancy @ June 1, 2013
About 7/1/2013 rent to be approx \$3,450 dependent on final floor plans		Comm'l	300									Port will pay water & sewer
			5,468									One 3 year renewal term
Real Carbon	9.0	Indust	5,082	104	0.84	\$4,255	\$51,057	NNN	cpi	Jun 1	Jan 1	Parking: 10 designated spaces
06/2011-05/2016												One 3 year extension
Total Vacant Industrial			3,633									
			18.3%									
Utility Rooms (Approximate)		Other	306									
			1.5%									
TOTAL HALYARD BUILDING	34.0		19,848			\$8,836	\$106,038					
MARITIME BLDG, 910 Portway Ave												
Hood River Distillers Rent Begins 8/1/2013	2.0	Indust	21,700	East End	0.50	\$10,850	\$130,200	NNN	cpi	Oct 1	Jun 30	Two 1 year extensions
10/12-9/17												Rent credit to earlier of Aug 1, 2013 or 9 mos (\$10,850 / mo)
Double Mountain	1.0	Indust	12,100	West End	0.52	\$6,424	\$77,090	NNN	cpi	Dec 1	NA	No extensions
07/12-6/17												(Goes to \$6,292)
CRG Freight	15.0	Indust	500	100 & 101	0.58	\$296	\$3,552	NNN	cpi	Jul 1	May 1	One 1 year extension
7/12-6/14												
Hitch Source	4.0	Comm'l	1,286	103 & West Upstairs	0.58	\$746	\$8,951	NNN	cpi	Oct 1	Aug 1	Two 1 year extensions
10/12-9/13												
Vacant Commercial		Vac	1000	Middle Upstairs								
			2.6%									
Common Area (approximate)		Other	2,220									
			6%									
TOTAL MARITIME BLDG	22.0		38,806			\$18,316	\$219,792					

Port of Arlington

Quarterly Report submitted to Gilliam County Court

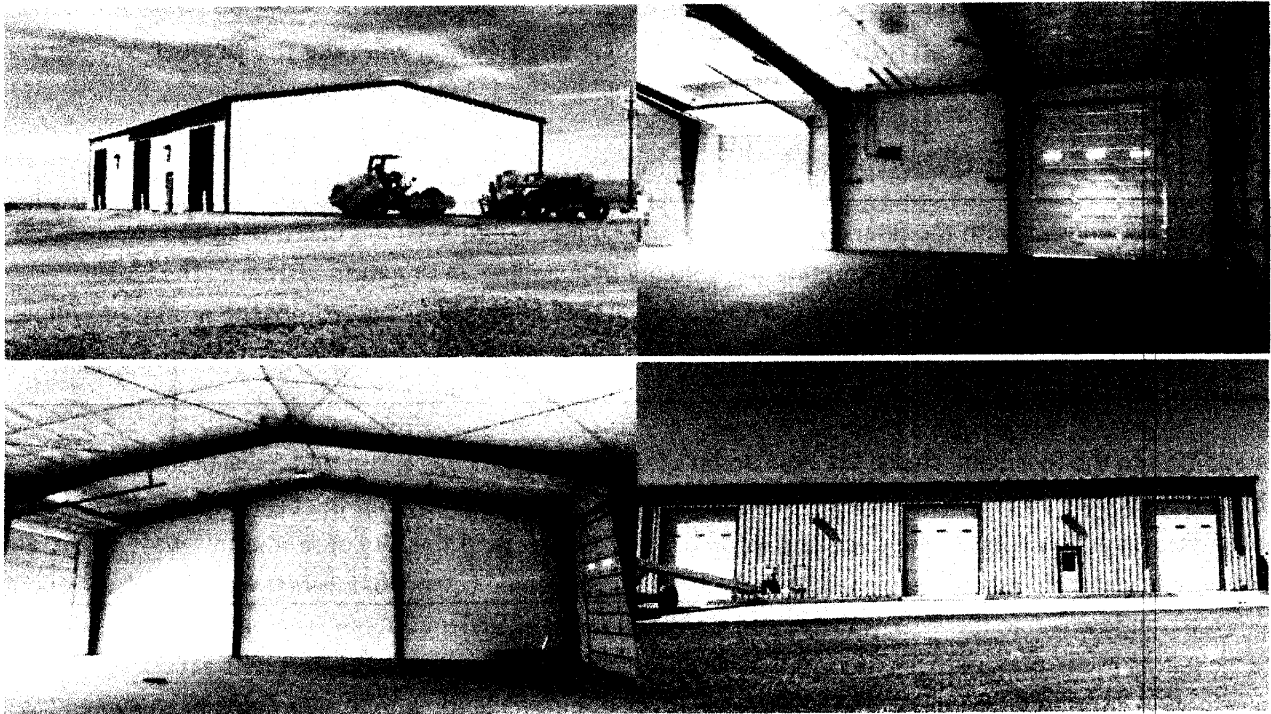
August 2018

This quarterly report by the Port focuses on three areas, Port Marina, small business development, and industrial development. The Port is committed to economic development with expansion, attraction, or recruitment of commerce and industry in Gilliam County.

This report will highlight Arlington Mesa Industrial Park and Arlington Municipal Airport

Our last report discussed in broad detail several pieces of infrastructure development occurring in and around the Shutler Station Industrial Park. This report will discuss development activities in the Arlington Mesa Industrial park and Municipal Airport.

The first building to be built in the Arlington Mesa Industrial Park is the Port's flexible space industrial building, or "Flex" building. The 6,000 square foot building is a free standing open space building that can be divided into three separate units to accommodate various potential users. The building was designed to accommodate pull thru trucks with 12' wide and 14' tall roll up doors. The building is approximately 60' wide and 100' long. Currently the building has one bathroom and one small office space. Plumbing is in place to accommodate additional restrooms as needed.



The building was designed and engineered by Pillar Consulting, Jeff Schott, of Condon, Oregon. The building contractor is Rotschy, Inc., Vancouver, Washington. Rotschy's site superintendent is

Tyler Kemper. Site earth work is being completed by W.I. contractors, of Condon, Oregon. Jack Ingram and Gene Williamson are owners of W.I. The project should be fully complete by the end of August, first part of September. Space is available for lease, call the Port's office.

The building features three phase power from Pacific Power, water and sewer from the City of Arlington Municipal system, fiber internet from the Arlington TV Cooperative, and phone service from Century link. Power can be metered separately to each of three potential units. Additional features included paved parking spaces on each side of the building, including handicapped parking space and a large graveled truck turn around and parking yard.

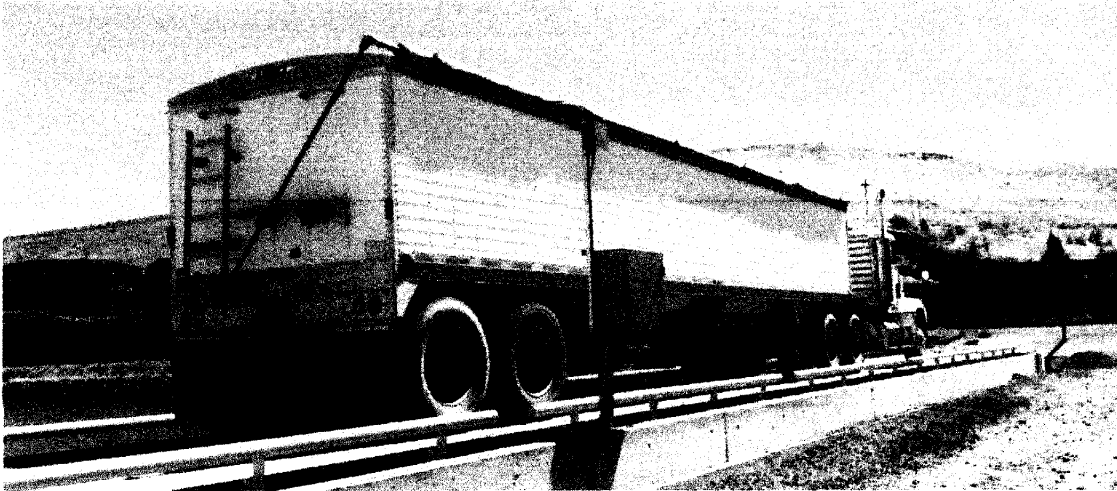
The Arlington Municipal Airport runway paving project. Numerous projects were submitted to Governor Kate Brown's Eastern Oregon Regional Solutions Action Committee for grants from the Regional Infrastructure Fund (RIF). The Arlington Airport Paving project was one submittal. Arlington sought \$100,000 for engineering the runway and parking apron paving project. The Eastern Oregon region was only allowed to put three projects forward. The regional allotment is \$200,000 for projects within the eastern region with the balance of project(s) having to compete Statewide for \$1.6 million pool. The City of Pendleton was also selected to receive a \$100,000 grant for a UAS Test Range Hanger project. Milton-Freewater's \$800,000 Wine production facility is being advanced to the State competition for their project. It is very fortunate for Gilliam County to have the Arlington project selected as a top three project from the Eastern Oregon region. The project was selected from a very competitive pool of needy applications. After 60 years it is time to pave the 5,000' Arlington Runway. Completing the engineering will take the project one step closer to completion.

Lower Willow Creek Irrigation project

The Port of Arlington, with the financial support of the County Court, selected Cascade Earth Science (CES) to conduct a feasibility study to determine the viability of installing an irrigation system to the Lower Willow Creek and Eight mile bench areas. The study will look at diverting water from the mouth of Willow Creek at the Port's property along the Columbia River to farmland along the Willow Creek and Eightmile benches and adjacent lands.

In addition to the feasibility study, the Port Board of Commissioners has asked that a discussion of water rights be included. This will attempt to inform landowners of their ability and the legal process to add a secondary diversion point to your existing water right(s), the lease of the City of Arlington's water right, and additional rights that might be needed to make the project viable. Letters of interest were sent to 35 different landowners in the Willow Creek and Eightmile areas of Gilliam County seeking their interest in participating in the project. This request is entirely informational to ensure the Port gets accurate information regarding feasibility of this project and will not affect landowner water rights in any way. The Port is seeking landowner input by August 17th.

Truck Scale - Mid-Columbia Producers has completed the new truck scales on the east end of the Port's Island Park away from the grain dump pit. The new digital scales replace the scales that have been in place for years and fully depreciated. The new scales will improve truck traffic and grain flows during harvest, operators will no longer have to back-up after scaling. MCP estimates improved flows should shorten turn times by 5 minutes per load.



MCP's new digital truck scale. Green light signals weight has been taken by scale operator.

Small Business Assistance Program



ARLINGTON EXIT I37 FOOD GAS LODGING RV EV

New Tower Road billboard (Westbound I-84))

One effective way to assist local businesses attract and retain customers is to advertise along the highway with Billboards. Daily traffic volumes average 6,450 at Rufus and 7,700 at Tower Road (2016 ODOT) which is three times greater than the entire population of the County. A few years ago the Port of Arlington and Arlington Chamber lost the contract for a westbound billboard in Boardman to Love's truck stop. Recently a new billboard became available west of Tower Road. The local ad campaign is back to having one east bound and one west bound billboard. One in Rufus and one at Tower Road. The new billboard is an attempt at highlighting the various recreational activities available in the County – driving home the quality of life we all enjoying in Gilliam County.

2018 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-18	\$ 3.46	8	101	\$ 348.57	\$ 2.69	0	0	\$ -
February-18	\$ 3.46	8	75	\$ 258.03	\$ 2.69	0	0	\$ -
March-18	\$ 3.89	16	171	\$ 642.94	\$ 2.69	0	0	
April-18	\$ 3.89	28	251	\$ 890.77	\$ 2.69	0	0	\$ -
May-18	\$ 3.89	31	295	\$ 1,148.39	\$ 2.69	1	109	\$ 294.09
June-18	\$ 3.99	31	491	\$ 1,952.05	\$ 2.69	0	0	\$ -
July-18	\$ 3.99	45	431	\$ 1,729.80	\$ 2.69	2	325	\$ 876.54
August-18					\$ 2.69			
September-18					\$ 2.69			
October-18					\$ 2.69			
November-18					\$ 2.69			
December-18					\$ 2.69			
YTD Totals		167	1,814	\$ 6,970.55		3	434	\$ 1,170.63

2017 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-17	\$ 3.44	3	38	\$ 130.34	\$ 2.69		0	\$ -
February-17	\$ 3.44	1	5	\$ 18.83	\$ 2.69		0	
March-17	\$ 3.44	13	168	\$ 336.75	\$ 2.69		0	
April-17	\$ 3.44	28	209	\$ 714.91	\$ 2.69	1	100	\$ 269.96
May-17	\$ 3.44	39	379	\$ 1,311.08	\$ 2.69	0	0	
June-17	\$ 3.95	39	408	\$ 1,480.35	\$ 2.69	4	504	\$ 1,359.18
July-17	\$ 3.95	27	267	\$ 1,056.33	\$ 2.69	3	145	\$ 391.04
August-17	\$ 3.65	47	578	\$ 2,141.55	\$ 2.69	2	93	\$ 250.00
September-17	\$ 3.65	30	239	\$ 873.58	\$ 2.69	0	0	\$ -
October-17	\$ 3.46	27	281	\$ 979.78	\$ 2.69	0	0	\$ -
November-17	\$ 3.46	21	260	\$ 900.39	\$ 2.69	0	0	\$ -
December-17	\$ 3.46	4	53	\$ 184.69	\$ 2.69	0	0	\$ -
YTD Totals		279	2,886	\$ 10,128.58		10	842	\$ 2,270.18

PORT OF ARLINGTON
Profit & Loss Prev Year Comparison
July 1 through August 1, 2018

	TOTAL							
	Jul 18	Jul 17	\$ Change	% Change	Jul 1 - Aug 1, 18	Jul 1 - Aug 1, 17	\$ Change	% Change
Ordinary Income/Expense								
Income								
4210 · Marina Revenue	1,132.00	1,112.00	20.00	1.8%	1,132.00	1,112.00	20.00	1.8%
4211 · RV Park Revenues								
4211-4 · RV Park Dry Camp	291.00	266.00	25.00	9.4%	291.00	266.00	25.00	9.4%
4211-3 · RV Park Daily Rent	1,540.00	1,540.00	0.00	0.0%	1,540.00	1,540.00	0.00	0.0%
4211-2 · RV Park Weekly Rent	375.00	375.00	0.00	0.0%	375.00	375.00	0.00	0.0%
4211-1 · RV Park Monthly Rent	2,625.00	2,250.00	375.00	16.67%	2,625.00	2,250.00	375.00	16.67%
4212 · RV Park fee Refund	0.00	-62.50	62.50	100.0%	0.00	-62.50	62.50	100.0%
Total 4211 · RV Park Revenues	4,831.00	4,368.50	462.50	10.59%	4,831.00	4,368.50	462.50	10.59%
4213 · Marina Fuel Revenue								
4213-2 · Gasoline Sales	1,729.80	1,056.33	673.47	63.76%	1,729.80	1,188.82	540.98	45.51%
4213-1 · Diesel Sales	876.54	391.04	485.50	124.16%	876.54	391.04	485.50	124.16%
Total 4213 · Marina Fuel Revenue	2,606.34	1,447.37	1,158.97	80.07%	2,606.34	1,579.86	1,026.48	64.97%
4214 · Marina Power and Water Rev	200.00	40.00	160.00	400.0%	200.00	40.00	160.00	400.0%
4340 · Willow Creek Rock Sales	2,810.82	3,351.41	-540.59	-16.13%	2,810.82	3,351.41	-540.59	-16.13%