



100 Port Island Road  
Arlington, OR  
541-454-2868  
Portofarlington.com

## **Regular Commission Meeting**

### **AGENDA**

**5:00 pm**

**Tuesday, January 9, 2018**

**Meeting Location:**

**Gilliam County Courthouse  
Condon, Oregon**

- 1. Call meeting to order**
- 2. Public Comment on non-agenda items**
- 3. Consent Agenda:**
  - Approval of December 12, 2017 Commission meeting minutes
  - Approval of December 2017 payables
- 4. Chairman's Report –**
- 5. Commissioner's Reports -**
- 6. Economic Development –**
  - 6.1 Hangar Building Discussion
  - 6.2 Update on Island Park Bathroom and Utilities Marine Board Grant
  - 6.3 Capital Facility Plan
  - 6.2 Flex Building Project
  - 6.3 Consider approval of Alina Iofciu contract for A Town Throw Down Event
- 7. Administration**
  - Consider approval of 2016-2017 Audit and Financial Report

### **Upcoming Meetings:**

**Special Commission Meeting on Tuesday, January 23, 2018 Port of Arlington Office**

**Regular Commission Meeting on Tuesday, February 13, 2018 Port of Arlington Office**

*This meeting is conducted in a handicapped accessible room*

Posted: Tuesday, January 2, 2018: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington; Condon Times-Journal; Arlington City Hall; Port Office and Website

**MINUTES**  
**Port Commission Meeting**  
**Port of Arlington**  
**December 12, 2017**  
**5 p.m.**  
**Port Office**  
**Arlington, OR 97812**

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

Amend agenda: Delete SBAP Nicole Rees Quarterly Report; Move Flex Building discussion to follow SBAP Bill Rosenbalm

**Those Present:** President Wilson; Commissioner McGuire; Commissioner Kennedy; Commissioner Hunking; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball

**Absent:** Commissioner Fitzsimmons

**Audience:** Bill Rosenbalm, Ron Holt, Mesa Group, Gene Williamson

- 2. Public Comment on non-agenda items-** Gene Williamson suggested that the rock for the Flex Building project be provided by the Port. This will be discussed later in the meeting.

- 3. Consent Agenda:**

- Approval of November 14, 2017 Commission Meeting Minutes
  - Approval of November 2017 Payables and Financials  
Commissioner Kennedy moved to approve the consent agenda and Commissioner Hunking seconded. The motion carried 4-0.
- 4. Chairman's Report:** Mighty Columbia seminar flyer for March 22 & 23 was made available to the Board.  
SDAO Annual Conference is February 9-11, 2018 in Seaside. Board members should let Staff know if they wish to attend.
- 5. Commissioner Reports:** Commissioner Hunking apologized to President Wilson for placing the responsibility of the property sale contract approval on him.
- 6. Economic Development:**
- 6.1 Small business Assistance Grant Quarterly Report - Bill Rosenbalm Mobile Mechanic Service. Mr. Rosenbalm handed out his financial report. He told the Board that he spent the fall coaching High School football. Mr. Rosenbalm also tore the ligament in his shoulder. His business dropped off during that time. He will also begin selling auto and truck accessories and will add this to his business website. EDO Mitchell asked how Mr. Rosenbalm schedules his customers. Rosenbalm said he uses his phone calendar and makes every effort to be on time.  
Rosenbalm added that he has a letter from Oregon Bass Nation thanking the Port for their support of the Bass Fishing tournament here in August. There

will be another tournament by the Bass Federation at the Port next August.

6.2 Flex Building progress report: Bid documents and plans

EDO Mitchell said the project is ready to bid tomorrow. A set of plans was handed out for the Board to look over. Jeff Schott updated the Board on the project. On December 21<sup>st</sup> at 11 am a mandatory pre-bid walk through will take place. January 10th, 2:05 pm is the bid opening. There will be a Special meeting of the Port Board on January 23<sup>rd</sup> to issue Notice of Intent to Award. Contingent upon there not being a dispute within the 7 day period, the Bid will be awarded after receipt of all required information. Construction should begin in March. There will be approximately 4,000 to 5,000 yards of rock. This is less rock than the geotechnical recommendation. The Engineers cost estimate is \$650,000. Following a discussion on rock, concrete and asphalt it was consensus that the Bid documents will remain the same as prepared by Pillar Consulting.

6.3 *Executive session per ORS 192.660(2)(e) To conduct deliberations with persons designated to negotiate real property transactions.*

*Adjourn to Executive Session at 5:53 pm*

*Reconvene to Regular Session at 6:33 pm*

Break for Dinner 6:33 pm – 6:53 pm

Meeting cont'd:

Action following Executive Session: Commissioner Hunking moved to withdraw his motion from November 14, 2017 “to direct Attorney Carey to prepare a legal property sales contract with Mesa Group, LLC. President Wilson is authorized to negotiate with Mesa Group, LLC and sign a legal sales agreement as long as Port Board terms and conditions are met”. Commissioner Kennedy withdrew his second of the November 14, 2017 motion. Commissioner McGuire seconded. Motion carried 4-0.

6.4 EDO Report – EDO Mitchell presented his report to the Board. He updated the Board on the Housing Committee progress. He told the Board the ATVC has begun installing fiber to the homes.

6.4.1 Update on Island Park Bathroom and Utilities Marine Board Grant –

The concept drawings show 4 restrooms, 2 showers, ADA accessibility and new boat parking layout. These drawings were reviewed by the Board and changes suggested. The project could be partially funded by grants if available. The Board wants to keep the trees. They agreed that a single car space by the bathroom would be a good idea.

6.4.2 A-Town Launch Improvements- No new information from the Engineer. Sand is not acceptable; pea gravel is preferred. There could also be Astro turf pads up top.

**7. Administration- Budget and Financial Items**

Admin. Asst. Ball and Board members reviewed the financial reports received in their packet. The Board will continue to be involved in the Port's finances and budgeting.

Meeting adjourned 8:00 pm

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President Ron Wilson

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V.P. Dewey Kennedy

Port of Arlington  
Regular Monthly Commission Meeting  
Tuesday, January 9, 2017

**DECEMBER 2017 PAYABLES**

**Resources:**

Deposits and Credits through 12/31/2017 (see attached detail)

|   |                     |
|---|---------------------|
| <b>Total Deposits and Credits– All Accounts</b> | <b>\$129,460.73</b> |
|---|---------------------|

**Expenses:**

Checks Written: 8553 through 8573

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

|   |                      |
|---|----------------------|
| <b>Total Expenses and Transfers– All Accounts</b> | <b>(\$35,309.35)</b> |
|---|----------------------|

**Bank Balance Information:**

Ending Balance as of 12/31/17: Bank of Eastern Oregon Checking: \$ 160,546.62  
Bank of E. Oregon Reserve Fund: \$ 41,060.44  
Bank of E. Oregon Muni Market Fund: \$ 257,315.05  
LGIP: (11/30/17) \$1,909,418.77

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Commission President Ron Wilson

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Vice President Dewey Kennedy

8:52 AM

01/02/18

Cash Basis

# PORT OF ARLINGTON

## YTD Income & Expense vs. Budget

### YTD

|   | Jul '17 - Jun 18    | Budget              | % of Budget   |
|---|---------------------|---------------------|---------------|
| <b>Ordinary Income/Expense</b>                      |                     |                     |               |
| <b>Income</b>                                       |                     |                     |               |
| <b>GENERAL FUND RESOURCES</b>                       |                     |                     |               |
| 4000 · Carryover Balance                            | 1,322,711.00        | 1,280,000.00        | 103.3%        |
| 4010 · Taxes-Current                                | 95,661.24           | 100,000.00          | 95.7%         |
| 4011 · Taxes-Prior                                  | 1,411.17            | 400.00              | 352.8%        |
| 4020 · Interest - NOW Checking                      | 26.16               |                     |               |
| 4021 · Interest - Best A/C                          | 913.85              |                     |               |
| 4022 · Interest - LGIP A/C                          | 11,719.18           | 10,000.00           | 117.2%        |
| 4030 · Land Rental                                  | 930.00              | 13,000.00           | 7.2%          |
| 4050 · Grain Elevator Lease Pymt                    | 100,000.00          | 100,000.00          | 100.0%        |
| 4110 · Grants Income                                |                     |                     |               |
| 4111 · OSMB Grant                                   | 16,044.81           |                     |               |
| 4114 · Unanticipated Grant Funds                    | 23,525.00           | 10,000.00           | 235.3%        |
| 4116 · Grant-Island Erosion Repair                  | 0.00                | 0.00                | 0.0%          |
| 4120 · MAPS Grant                                   | 7,050.00            | 7,250.00            | 97.2%         |
| <b>Total 4110 · Grants Income</b>                   | <b>46,619.81</b>    | <b>17,250.00</b>    | <b>270.3%</b> |
| 4210 · Marina Revenue                               | 3,630.00            | 5,000.00            | 72.6%         |
| 4211 · RV Park Revenues                             |                     |                     |               |
| 4211-4 · RV Park Dry Camp                           | 936.00              |                     |               |
| 4211-3 · RV Park Daily Rent                         | 4,450.00            |                     |               |
| 4211-2 · RV Park Weekly Rent                        | 2,500.00            |                     |               |
| 4211-1 · RV Park Monthly Rent                       | 16,930.00           |                     |               |
| 4212 · RV Park fee Refund                           | -500.00             |                     |               |
| 4211 · RV Park Revenues - Other                     | 0.00                | 40,000.00           | 0.0%          |
| <b>Total 4211 · RV Park Revenues</b>                | <b>24,316.00</b>    | <b>40,000.00</b>    | <b>60.8%</b>  |
| 4213 · Marina Fuel Revenue                          |                     |                     |               |
| 4213-2 · Gasoline Sales                             | 6,136.32            | 5,000.00            | 122.7%        |
| 4213-1 · Diesel Sales                               | 641.04              | 3,500.00            | 18.3%         |
| <b>Total 4213 · Marina Fuel Revenue</b>             | <b>6,777.36</b>     | <b>8,500.00</b>     | <b>79.7%</b>  |
| 4214 · Marina Power and Water Revenue               | 260.00              | 200.00              | 130.0%        |
| 4340 · Willow Creek Rock Sales                      | 13,252.46           | 3,000.00            | 441.7%        |
| 4350 · Willow Creek Lease Revenue                   | 5,000.00            |                     |               |
| 4400 · Donations/Gifts                              | 0.00                | 100.00              | 0.0%          |
| 4450 · Willow Creek Reimbursement                   | 0.00                | 0.00                | 0.0%          |
| 4500 · Miscellaneous Income                         | 180.00              | 100.00              | 180.0%        |
| <b>Total GENERAL FUND RESOURCES</b>                 | <b>1,633,408.23</b> | <b>1,577,550.00</b> | <b>103.5%</b> |
| <b>5000 · ECONOMIC DEVELOP FUND RESOURCES</b>       |                     |                     |               |
| 5005 · Carryover (cash basis)                       | 598,503.00          | 850,000.00          | 70.4%         |
| 5031 · Building Lease 11-002                        | 38,000.00           | 91,200.00           | 41.7%         |
| 5032 · Building Lease 11-004                        | 14,250.00           | 27,000.00           | 52.8%         |
| 5113 · Grants - Gilliam County                      | 250,000.00          | 250,000.00          | 100.0%        |
| 5114 · Unanticipated Grant Funds                    | 0.00                | 1,000.00            | 0.0%          |
| 5115 · Telecom Infrastr Creation Grant              | 0.00                | 0.00                | 0.0%          |
| 5116 · Grants - Other                               | 7,286.00            | 6,000.00            | 121.4%        |
| 5130 · SIP Funds                                    | 25,547.19           | 25,000.00           | 102.2%        |
| 5500 · Ag Lab Revenues                              | 0.00                | 0.00                | 0.0%          |
| 5600 · Transfer from General Fund                   | 200,000.00          | 200,000.00          | 100.0%        |
| <b>Total 5000 · ECONOMIC DEVELOP FUND RESOUR...</b> | <b>1,133,586.19</b> | <b>1,450,200.00</b> | <b>78.2%</b>  |
| <b>RESERVE FUND RESOURCES</b>                       |                     |                     |               |
| 9001 · Transfer from General Fund                   | 10,000.00           | 10,000.00           | 100.0%        |
| 9002 · Interest Earned Reserve Fund                 | 266.90              | 225.00              | 118.6%        |
| 9000 · Reserve Fund Beginning Balance               | 30,793.00           | 30,700.00           | 100.3%        |
| <b>Total RESERVE FUND RESOURCES</b>                 | <b>41,059.90</b>    | <b>40,925.00</b>    | <b>100.3%</b> |
| <b>Total Income</b>                                 | <b>2,808,054.32</b> | <b>3,068,675.00</b> | <b>91.5%</b>  |
| <b>Expense</b>                                      |                     |                     |               |
| 6560 · Payroll Expenses                             | 0.00                |                     |               |

8:52 AM

01/02/18

Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**  
**YTD**

|   | Jul '17 - Jun 18  | Budget            | % of Budget  |
|---|-------------------|-------------------|--------------|
| <b>GENERAL FUND EXPENSES</b>                    |                   |                   |              |
| <b>ADMINISTRATION EXPENSES</b>                  |                   |                   |              |
| 6000 · Personal Services - AD                   |                   |                   |              |
| 6008 · Port Manager                             | 10,608.30         | 21,120.00         | 50.2%        |
| 6009 · Administrative Assistant                 | 17,081.26         | 43,040.00         | 39.7%        |
| 6011 · Payroll Taxes - Staff                    | 2,142.78          | 4,600.00          | 46.6%        |
| 6012 · Training                                 | 0.00              | 200.00            | 0.0%         |
| 6013 · Workmens Compensation                    | 169.74            | 230.00            | 73.8%        |
| 6015 · Employee Benefits Insurance              | 5,889.24          | 14,000.00         | 42.1%        |
| 6016 · Employee Benefits Retirement             | 3,322.74          | 7,800.00          | 42.6%        |
| <b>Total 6000 · Personal Services - AD</b>      | <b>39,214.06</b>  | <b>90,990.00</b>  | <b>43.1%</b> |
| 6100 · Materials and Services - AD              |                   |                   |              |
| 6111 · Utilities                                | 1,068.62          | 3,000.00          | 35.6%        |
| 6112 · Office Supplies and Equipment            | 1,411.52          | 3,000.00          | 47.1%        |
| 6113 · Legal Fees                               | 2,712.50          | 8,000.00          | 33.9%        |
| 6114 · Insurance, Treasurer Bond                | 0.00              | 500.00            | 0.0%         |
| 6115 · Dues, Subscriptions, Fees                |                   |                   |              |
| 6115-1 · Credit Card Fees                       | 773.01            | 1,500.00          | 51.5%        |
| 6115 · Dues, Subscriptions, Fees - Other        | 2,076.94          | 2,000.00          | 103.8%       |
| <b>Total 6115 · Dues, Subscriptions, Fees</b>   | <b>2,849.95</b>   | <b>3,500.00</b>   | <b>81.4%</b> |
| 6116 · Audit, Budget, Legal Notices             | 6,650.00          | 8,000.00          | 83.1%        |
| 6117 · Telephone and Internet Srv.              | 1,121.87          | 2,000.00          | 56.1%        |
| 6118 · Advertising - AD                         | 0.00              | 250.00            | 0.0%         |
| 6119 · Commissioner Fees/Expenses               | 1,050.00          | 2,500.00          | 42.0%        |
| 6120 · Medi/SS for Commissioners                | 80.33             | 300.00            | 26.8%        |
| 6121 · Donations                                | 425.00            | 1,000.00          | 42.5%        |
| 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              | 80,260.00         | 0.0%         |
| 6127 · Commissioner Conference & Trave          | 631.73            | 3,000.00          | 21.1%        |
| 6128 · Staff Travel/Food/Lodging                | 77.56             | 500.00            | 15.5%        |
| 6129 · Postage                                  | 227.88            | 500.00            | 45.6%        |
| <b>Total 6100 · Materials and Services - AD</b> | <b>18,306.96</b>  | <b>120,510.00</b> | <b>15.2%</b> |
| 6170 · Transfers Out of General Fund            | 210,000.00        | 210,000.00        | 100.0%       |
| <b>Total ADMINISTRATION EXPENSES</b>            | <b>267,521.02</b> | <b>421,500.00</b> | <b>63.5%</b> |
| <b>ISLAND PARK</b>                              |                   |                   |              |
| 6600 · Personal Services                        |                   |                   |              |
| 6610 · Maintenance Person                       | 5,270.17          | 11,250.00         | 46.8%        |
| 6611 · Payroll Taxes                            | 412.53            | 750.00            | 55.0%        |
| 6612 · Worker's Comp Insurance                  | 377.45            | 500.00            | 75.5%        |
| <b>Total 6600 · Personal Services</b>           | <b>6,060.15</b>   | <b>12,500.00</b>  | <b>48.5%</b> |
| 6620 · Materials & Services                     |                   |                   |              |
| 6621 · Water Fees                               | 727.50            | 1,200.00          | 60.6%        |
| 6622 · Sanitation                               | 396.82            | 1,000.00          | 39.7%        |
| 6623 · Comfort Station Supplies                 | 0.00              | 1,800.00          | 0.0%         |
| 6624 · Park Electricity                         | 339.31            | 1,500.00          | 22.6%        |
| 6625 · Pest Control / Chem & Fert.              | 0.00              | 150.00            | 0.0%         |
| 6626 · Insurance                                | 0.00              | 2,000.00          | 0.0%         |
| 6627 · Park Maintenance & Supplies              | 2,010.49          | 2,800.00          | 71.8%        |
| 6628 · Miscellaneous                            | 0.00              | 100.00            | 0.0%         |
| <b>Total 6620 · Materials &amp; Services</b>    | <b>3,474.12</b>   | <b>10,550.00</b>  | <b>32.9%</b> |

8:52 AM

01/02/18

Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**  
 YTD

|   | Jul '17 - Jun 18 | Budget            | % of Budget  |
|---|------------------|-------------------|--------------|
| <b>6630 · Capital Outlay</b>                      |                  |                   |              |
| 6635 · Grant Match Isl.Erosion Repair             | 0.00             | 10,000.00         | 0.0%         |
| 6634 · Grant Island Erosion Repair                | 0.00             | 10,000.00         | 0.0%         |
| 6631 · Park Improvements                          | 0.00             | 100,000.00        | 0.0%         |
| 6632 · Engineering & Surveying                    | 0.00             | 10,000.00         | 0.0%         |
| <b>Total 6630 · Capital Outlay</b>                | <b>0.00</b>      | <b>130,000.00</b> | <b>0.0%</b>  |
| <b>Total ISLAND PARK</b>                          | <b>9,534.27</b>  | <b>153,050.00</b> | <b>6.2%</b>  |
| <b>MARINA</b>                                     |                  |                   |              |
| <b>6700 · Personal Services</b>                   |                  |                   |              |
| 6710 · Maintenance Person                         | 560.82           | 3,400.00          | 16.5%        |
| 6711 · Payroll Taxes                              | 43.88            | 150.00            | 29.3%        |
| 6712 · Worker's Comp Insurance                    | 50.00            | 50.00             | 100.0%       |
| <b>Total 6700 · Personal Services</b>             | <b>654.70</b>    | <b>3,600.00</b>   | <b>18.2%</b> |
| <b>6720 · Materials &amp; Services</b>            |                  |                   |              |
| 6721 · Marina Electricity                         | 983.45           | 2,500.00          | 39.3%        |
| 6722 · OMB Repairs - 1/2 MAPS                     | 0.00             | 2,000.00          | 0.0%         |
| 6723 · Insurance                                  | 0.00             | 2,500.00          | 0.0%         |
| 6724 · Marina Maint. & Supplies                   | 4,409.50         | 2,500.00          | 176.4%       |
| 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                               | 4,418.44         | 9,000.00          | 49.1%        |
| <b>Total 6727 · Marina Fuel</b>                   | <b>4,418.44</b>  | <b>12,000.00</b>  | <b>36.8%</b> |
| <b>Total 6720 · Materials &amp; Services</b>      | <b>9,811.39</b>  | <b>22,000.00</b>  | <b>44.6%</b> |
| <b>Total MARINA</b>                               | <b>10,466.09</b> | <b>25,600.00</b>  | <b>40.9%</b> |
| <b>RV PARK EXPENSES</b>                           |                  |                   |              |
| <b>6300 · Personal Services - RV</b>              |                  |                   |              |
| 6310 · Maintenance Person - RV                    | 466.26           | 2,200.00          | 21.2%        |
| 6311 · Payroll Taxes, Maintenance - RV            | 43.88            | 200.00            | 21.9%        |
| 6312 · Workmens Compensation - RV                 | 200.00           | 200.00            | 100.0%       |
| 6300 · Personal Services - RV - Other             | 94.56            |                   |              |
| <b>Total 6300 · Personal Services - RV</b>        | <b>804.70</b>    | <b>2,600.00</b>   | <b>31.0%</b> |
| <b>6320 · Materials &amp; Services - RV</b>       |                  |                   |              |
| 6321 · Water Fees - RV                            | 1,951.00         | 4,000.00          | 48.8%        |
| 6322 · Sanitation - RV                            | 577.00           | 1,400.00          | 41.2%        |
| 6323 · Electricity - RV Park                      | 3,690.37         | 7,500.00          | 49.2%        |
| 6324 · Telephone - RV                             | 314.65           | 600.00            | 52.4%        |
| 6325 · Advertising - RV                           | 0.00             | 500.00            | 0.0%         |
| 6326 · Maintenance & Supplies - RV                | 106.94           | 1,000.00          | 10.7%        |
| 6327 · Insurance - RV                             | 0.00             | 1,000.00          | 0.0%         |
| 6328 · Misc. - RV                                 | 0.00             | 500.00            | 0.0%         |
| 6329 · Sewer                                      | 2,286.40         | 3,500.00          | 65.3%        |
| <b>Total 6320 · Materials &amp; Services - RV</b> | <b>8,926.36</b>  | <b>20,000.00</b>  | <b>44.6%</b> |
| <b>6340 · Capital Outlay - RV</b>                 |                  |                   |              |
| 6341 · RV Park Const Improv                       | 0.00             | 4,800.00          | 0.0%         |
| <b>Total 6340 · Capital Outlay - RV</b>           | <b>0.00</b>      | <b>4,800.00</b>   | <b>0.0%</b>  |
| <b>Total RV PARK EXPENSES</b>                     | <b>9,731.06</b>  | <b>27,400.00</b>  | <b>35.5%</b> |



8:52 AM

01/02/18

Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**  
**YTD**

|   | Jul '17 - Jun 18  | Budget              | % of Budget  |
|---|-------------------|---------------------|--------------|
| <b>WILLOW CREEK QUARRY</b>                        |                   |                     |              |
| 6520 · Materials & Services - WQ                  |                   |                     |              |
| 6523 · Miscellaneous - WQ                         | 1,115.24          | 1,200.00            | 92.9%        |
| 6524 · Travel                                     | 0.00              | 100.00              | 0.0%         |
| <b>Total 6520 · Materials &amp; Services - WQ</b> | <b>1,115.24</b>   | <b>1,300.00</b>     | <b>85.8%</b> |
| 6540 · Capital Outlay - WQ                        | 0.00              | 948,700.00          | 0.0%         |
| <b>Total WILLOW CREEK QUARRY</b>                  | <b>1,115.24</b>   | <b>950,000.00</b>   | <b>0.1%</b>  |
| <b>Total GENERAL FUND EXPENSES</b>                | <b>298,367.68</b> | <b>1,577,550.00</b> | <b>18.9%</b> |
| <b>8400 · ECON.DEVELOP.FUND EXPENSES</b>          |                   |                     |              |
| <b>PERSONNEL SERVICES</b>                         |                   |                     |              |
| 8410 · Officer                                    | 31,825.02         | 64,000.00           | 49.7%        |
| 8410-1 · Admin. Asst. 1/3                         | 8,799.39          | 18,000.00           | 48.9%        |
| 8410-2 · Lab Technician                           | 3,984.80          | 0.00                | 100.0%       |
| 8411 · Payroll Taxes                              | 3,135.95          | 8,500.00            | 36.9%        |
| 8412 · Worker's Comp Ins.                         | 150.00            | 300.00              | 50.0%        |
| 8413 · Employee Benefits - Insurance              | 16,679.26         | 29,000.00           | 57.5%        |
| 8414 · Employee Benefits - Retirement             | 4,874.95          | 12,000.00           | 40.6%        |
| <b>Total PERSONNEL SERVICES</b>                   | <b>69,449.37</b>  | <b>131,800.00</b>   | <b>52.7%</b> |
| <b>MATERIALS AND SERVICES</b>                     |                   |                     |              |
| 8421 · Travel/Food/Lodging                        | 2,505.43          | 8,000.00            | 31.3%        |
| 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                | 34.99             | 500.00              | 7.0%         |
| 8424-1 · Lab Supplies                             | 0.00              | 0.00                | 0.0%         |
| 8424-2 · Outside Lab Services                     | 0.00              | 0.00                | 0.0%         |
| 8424-3 · Consultant                               | 0.00              | 4,000.00            | 0.0%         |
| 8425 · Utilities                                  | 262.50            | 1,500.00            | 17.5%        |
| 8426-1 · Dues & Subscriptions                     | 425.00            | 500.00              | 85.0%        |
| 8426 · Advertising & Marketing                    | 5,905.70          | 30,000.00           | 19.7%        |
| 8427 · Telephone & Internet Service               | 1,064.50          | 3,000.00            | 35.5%        |
| 8428 · Website Develop. & Maint.                  | 125.00            | 500.00              | 25.0%        |
| 8429 · Building Insurance                         | 0.00              | 4,500.00            | 0.0%         |
| 8430 · City of Arlington Insitu Lease             | 12,600.00         | 16,200.00           | 77.8%        |
| 8430-1 · Feasibility Studies                      | 0.00              | 1,000.00            | 0.0%         |
| 8430-2 · Grant Match                              | 0.00              | 1,000.00            | 0.0%         |
| 8430-3 · Business Start Up Program                | 6,486.00          | 35,000.00           | 18.5%        |
| 8430-4 · Property Taxes                           | 6,937.98          | 8,000.00            | 86.7%        |
| 8433 · Telecom Infrastr Creation                  | 0.00              | 300,000.00          | 0.0%         |
| 8439 · Contingency                                | 0.00              | 20,700.00           | 0.0%         |
| <b>Total MATERIALS AND SERVICES</b>               | <b>36,347.10</b>  | <b>440,400.00</b>   | <b>8.3%</b>  |
| <b>CAPITAL OUTLAY</b>                             |                   |                     |              |
| 8431 · Land Improvements/Development              | 8,910.00          | 35,000.00           | 25.5%        |
| 8432 · Engineering & Surveying                    | 34,172.61         | 30,856.00           | 110.7%       |
| 8435 · Building Construction                      | 0.00              | 800,000.00          | 0.0%         |
| <b>Total CAPITAL OUTLAY</b>                       | <b>43,082.61</b>  | <b>865,856.00</b>   | <b>5.0%</b>  |
| <b>DEBT SERVICE</b>                               |                   |                     |              |
| 8441 · Loan - Principal                           | 4,511.15          | 9,068.00            | 49.7%        |
| 8442 · Loan - Interest                            | 1,560.85          | 3,076.00            | 50.7%        |
| <b>Total DEBT SERVICE</b>                         | <b>6,072.00</b>   | <b>12,144.00</b>    | <b>50.0%</b> |
| <b>Total 8400 · ECON.DEVELOP.FUND EXPENSES</b>    | <b>154,951.08</b> | <b>1,450,200.00</b> | <b>10.7%</b> |

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Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**  
 YTD

|   | Jul '17 - Jun 18    | Budget       | % of Budget   |
|---|---------------------|--------------|---------------|
| <b>RESERVE FUND EXPENSES</b>              |                     |              |               |
| <b>9500 · Repair, Maint., Grant Match</b> | 0.00                | 40,925.00    | 0.0%          |
| <b>Total RESERVE FUND EXPENSES</b>        | 0.00                | 40,925.00    | 0.0%          |
| <b>Total Expense</b>                      | 453,318.76          | 3,068,675.00 | 14.8%         |
| <b>Net Ordinary Income</b>                | 2,354,735.56        | 0.00         | 100.0%        |
| <b>Net Income</b>                         | <u>2,354,735.56</u> | <u>0.00</u>  | <u>100.0%</u> |

## PORT OF ARLINGTON - CAPITAL FACILITY PLAN

### Arlington Mesa

|                                     |                        |
|-------------------------------------|------------------------|
| Flex Building                       | \$ 800,000.00          |
| Pave Roadway on 30 acre Ind. Park   | \$ 250,000.00          |
| Install Fiber to the Mesa Ind. Park | \$ 30,000.00           |
| Construct Hangar Facilities         | <u>\$ 750,000.00</u>   |
| <b>Total:</b>                       | <b>\$ 1,830,000.00</b> |

### Railroad Avenue

|                     |                      |
|---------------------|----------------------|
| Commercial Building | <u>\$ 800,000.00</u> |
| <b>Total:</b>       | <b>\$ 800,000.00</b> |

### Island Park

|                                  |                        |
|----------------------------------|------------------------|
| Replace Restrooms                | \$ 250,000.00          |
| Extend water and sewer           | \$ 200,000.00          |
| Replace Lift Station Electrical  | \$ 40,000.00           |
| Port Office Bldg/Industrial Bldg | <u>\$ 950,000.00</u>   |
| <b>Total:</b>                    | <b>\$ 1,440,000.00</b> |

### Willow Creek

|                             |                        |
|-----------------------------|------------------------|
| Install Barge Dock          | \$ 1,250,000.00        |
| Develop Water, Sewer, Power | <u>\$ 350,000.00</u>   |
| <b>Total:</b>               | <b>\$ 1,600,000.00</b> |

|                                      |                        |
|--------------------------------------|------------------------|
| <b>Grant Total Capital Projects:</b> | <b>\$ 5,670,000.00</b> |
|--------------------------------------|------------------------|

This Agreement is made effective as of January 1, 2018, by and between ALINA IOFCIU and THE PORT OF ARLINGTON.

In this Agreement, the party who is contracting to provide services shall be referred to as "*Contractor*" and the party who will be receiving the services shall be referred to as "*Client*".

The Contractor has experience in all aspects of the event planning profession and access to a full range of related products and service contacts in Washington and Oregon State and surrounding area. The Contractor is willing to provide services based on this background.

The Contractor recommends that all vendors be selected from her list of preferred vendors including caterers, infrastructure rentals, waste management, hotels, entertainment, and photo/videographer unless specified and agreed upon by the parties of this Agreement. These vendors and service providers have demonstrated superior professionalism and service contributing to the development of a successful business relationship with the Contractor and her clients. If you have a provider you would like to use, the Contractor is happy to accommodate that request. The Contractor does not warrant, guarantee or indemnify actions or omissions of vendors and service providers.

The Client plans for A-Town Throwdown ( a Kiteboarding, Stand Up Paddle Boarding and Windsurfing competitive race) event to take place between June 8-10, 2017 and they desire to have event coordination and related services provided by the Contractor.

Therefore, the parties agree as follows:

**1) DESCRIPTION OF SERVICES:** The Contractor will provide the following event planning services:

- **Planning & Project Management:** Manage timeline and deadlines, vendors, volunteers and day of event schedule
  - Secure permits and required service vendors (i.e. safety boats, race officials, announcer, sound, security, waste management, parking monitors, etc)
  - Source and manage event vendors.
  - Ensure sponsors have necessary setup information and support they might need.
  - Manage venue setup/breakdown and day of event logistics.
  - Source and secure rental equipment (i.e. tents, stage, generators)
  - Source and secure race jerseys.
  - Source prize giveaways.

- Recruit, organize and manage volunteers
- Manage online registration and day of check-in and insure the process run smoothly.
- Manage event signage to ensure sponsors and supporters receive recognition (i.e. banners)
- Create poster & distribute throughout the Columbia Gorge and Portland/Seattle Area
- Distribute 3 press releases
- Arrange 1-2 Radio Ads
- Add event information to local community calendars
- Manage social media channels including Facebook:
  - 1 post per week January - March
  - 2 - 3 posts per week April - June
- Catering/Food Trucks: Source, secure and manage vendors
- Transportation: Sourcing and coordination
- Photo/Videographer: Sourcing and coordination (if needed)

**2) COMPENSATION FOR SERVICES:**

(a) The Client, agree to pay the Contractor a total payment of \$2,530 for 115 hours of pre-event planning and day of race event work. Billable coordination time includes additional time spent both on behalf of the Client and time spent in communication with the Client or their agents, vendors or guests.

(c) Payments may be made via cash (up to \$2,000), personal check, credit/debit card, or via PayPal.

**3) DATE CHANGES:**

In the event the Client is forced to change the date of the Event, every effort will be made by the Contractor to transfer reservations, services and volunteer assistance to the new date. The Client agree that in the event of a date change any expenses including, but not limited to deposits and fees, which are non-refundable and non-transferable are the sole responsibility of the Client. The Client further understand that last minute changes can impact the quality of the event and that the Contractor is not responsible for these compromises in quality.

**4) CANCELLATIONS:**

In the event of a cancellation all outstanding payments will be due immediately.

**5) REMEDIES:**

In the event the Contractor is unable to collect the required payments for any reason the following will apply:

- (a) Day 1-14: A 15% late fee will be incurred;
- (b) Day 15: All coordination efforts will cease;
- (c) Day 16: All location and sub-contractor reservations made on behalf of the Client will be canceled and collection efforts for any remaining debt to the Contractor will commence.
- (d) After 30 days, all outstanding amounts due shall incur interest at the rate of 20% per annum.

**6) RESERVATIONS:**

The Client agrees that any property retained by the Contractor on behalf of the Client may require a separate contract to be signed by Client.

**8) INDEMNIFICATION:**

The Client understand that they are invited guests at all locations secured for their event. At no time shall the Contractor be responsible for client's conduct or the conduct of client's guests (invited or uninvited) during the event or as part of preparation for the event. The Client further agree to indemnify and hold harmless the Contractor for any and all claims that are not the direct result of negligence by the Contractor.

**9) ENTIRE AGREEMENT:**

This Agreement contains the entire agreement of the parties except as noted in paragraph 6 above, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

**10) AMENDMENT:**

This Agreement may only be modified or amended if the amendment is made in writing and is signed by all parties.

**11) SEVERABILITY:**

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.


**12) WAIVER OF CONTRACTUAL RIGHT:**

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**13) APPLICABLE LAW:**

This Agreement shall be governed by the laws of Oregon State. Any claim, action, suit or proceeding between the Contractor, and Client that arises or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon or, if the claim, action, suit or proceeding must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District Court.

***Party Providing Services (Contractor):***



By:

Alina Iofciu, Contractor

Date: 12/21/2017

***Party Receiving Services (Client):***

Client financially responsible for the above-mentioned services.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

| 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 |

| 2016 Port of Arlington fuel Sales |             |          |         |             |             |        |         |             |
|-----------------------------------|-------------|----------|---------|-------------|-------------|--------|---------|-------------|
| Date                              | \$ / gallon | Gasoline |         |             | \$ / gallon | Diesel |         |             |
|                                   |             | Number   | Gallons | \$ Sales    |             | Number | Gallons | \$ Sales    |
| January-16                        | \$ 3.49     | 3        | 65      | \$ 226.01   | \$ 2.69     |        |         |             |
| February-16                       | \$ 3.49     | 2        | 22      | \$ 75.80    | \$ 2.69     |        |         |             |
| March-16                          | \$ 3.49     | 14       | 108     | \$ 377.08   | \$ 2.69     |        |         |             |
| April-16                          | \$ 3.49     | 27       | 194     | \$ 679.85   | \$ 2.69     |        |         |             |
| May-16                            | \$ 3.49     | 16       | 154     | \$ 539.68   | \$ 2.69     |        |         |             |
| June-16                           | \$ 3.45     | 25       | 360     | \$ 1,255.81 | \$ 2.69     | 4      | 193     | \$ 521.14   |
| July-16                           | \$ 3.45     | 22       | 315     | \$ 1,087.80 | \$ 2.69     | 1      | 182     | \$ 492.02   |
| August-16                         | \$ 3.45     | 37       | 464     | \$ 1,604.84 | \$ 2.69     | 8      | 392     | \$ 1,058.09 |
| September-16                      | \$ 3.45     | 35       | 318     | \$ 1,099.07 | \$ 2.69     | 1      | 14      | \$ 36.64    |
| October-16                        | \$ 3.45     | 21       | 278     | \$ 963.12   | \$ 2.69     | 2      | 62      | \$ 166.80   |
| November-16                       | \$ 3.45     | 13       | 121     | \$ 287.58   | \$ 2.69     | 0      | 0       | \$ -        |
| December-16                       | \$ 3.44     | 5        | 47      | \$ 163.38   | \$ 2.69     | 0      | 0       | \$ -        |
| YTD Totals                        |             | 215      | 2,399   | \$ 8,196.64 |             | 16     | 843     | \$ 2,274.69 |
|                                   |             |          |         |             |             |        |         |             |



PORT OF ARLINGTON  
Profit & Loss Prev Year Comparison  
July 1 through December 28, 2017

| Ordinary Income/Expense               |          |          |           |          |          |          |           |          |          |          |           |          | TOTAL          |                |           |          |
|---------------------------------------|----------|----------|-----------|----------|----------|----------|-----------|----------|----------|----------|-----------|----------|----------------|----------------|-----------|----------|
|                                       | Oct 17   | Oct 16   | \$ Change | % Change | Nov 17   | Nov 16   | \$ Change | % Change | Dec 17   | Dec 16   | \$ Change | % Change | Jul 1 - Dec 17 | Jul 1 - Dec 16 | \$ Change | % Change |
| Income                                |          |          |           |          |          |          |           |          |          |          |           |          |                |                |           |          |
| 4210 - Marina Revenue                 | 980.00   | 600.00   | 380.00    | 63.33%   | -556.00  | 336.00   | -892.00   | -265.48% | 656.00   | 236.00   | 420.00    | 177.97%  | 3,630.00       | 2,855.54       | 774.46    | 27.12%   |
| 4211 - RV Park Revenues               |          |          |           |          |          |          |           |          |          |          |           |          |                |                |           |          |
| 4211-1 - RV Park Dry Camp             | 110.00   | 18.00    | 92.00     | 511.11%  | 46.00    | 62.00    | -16.00    | -25.81%  | 0.00     | 0.00     | 0.00      | 0.0%     | 936.00         | 1,986.90       | -1,050.90 | -52.89%  |
| 4211-2 - RV Park Daily Rent           | 570.00   | 270.00   | 300.00    | 111.11%  | 150.00   | 300.00   | -150.00   | -50.0%   | 90.00    | 150.00   | -60.00    | -40.0%   | 4,450.00       | 5,332.00       | -882.00   | -16.54%  |
| 4211-3 - RV Park Weekly Rent          | 500.00   | 375.00   | 125.00    | 33.33%   | 625.00   | 500.00   | 125.00    | 25.0%    | 0.00     | 375.00   | -375.00   | -100.0%  | 2,500.00       | 2,030.00       | 470.00    | 23.15%   |
| 4211-4 - RV Park Monthly Rent         | 3,800.00 | 2,700.00 | 1,100.00  | 40.74%   | 3,005.00 | 3,000.00 | 5.00      | 0.17%    | 2,250.00 | 2,062.50 | 187.50    | 9.09%    | 16,930.00      | 15,886.00      | 1,044.00  | 6.57%    |
| 4212 - RV Park Fee Refund             | 0.00     | 0.00     | 0.00      | 0.0%     | 0.00     | 0.00     | 0.00      | 0.0%     | 0.00     | 0.00     | 0.00      | 0.0%     | -500.00        | -220.00        | -280.00   | -127.27% |
| Total 4211 - RV Park Revenues         | 4,980.00 | 3,363.00 | 1,617.00  | 48.08%   | 3,826.00 | 3,862.00 | -36.00    | -0.93%   | 2,340.00 | 2,587.50 | -247.50   | -9.57%   | 24,316.00      | 25,014.90      | -698.90   | -2.79%   |
| 4213 - Marina Fuel Revenue            |          |          |           |          |          |          |           |          |          |          |           |          |                |                |           |          |
| 4213-1 - Gasoline Sales               | 979.78   | 963.12   | 16.66     | 1.73%    | 900.39   | 287.58   | 612.81    | 213.09%  | 184.69   | 178.39   | 6.30      | 3.53%    | 6,136.32       | 5,220.80       | 915.52    | 17.54%   |
| 4213-2 - Diesel Sales                 | 0.00     | 166.80   | -166.80   | -100.0%  | 0.00     | 0.00     | 0.00      | 0.0%     | 0.00     | 0.00     | 0.00      | 0.0%     | 641.04         | 1,753.55       | -1,112.51 | -63.44%  |
| Total 4213 - Marina Fuel Revenue      | 979.78   | 1,129.92 | -150.14   | -13.29%  | 900.39   | 287.58   | 612.81    | 213.09%  | 184.69   | 178.39   | 6.30      | 3.53%    | 6,777.36       | 6,974.35       | -196.99   | -2.82%   |
| 4214 - Marina Power and Water Revenue | 180.00   | 60.00    | 120.00    | 200.0%   | 0.00     | 0.00     | 0.00      | 0.0%     | 0.00     | 0.00     | 0.00      | 0.0%     | 260.00         | 360.00         | -100.00   | -27.78%  |
| 4340 - Willow Creek Rock Sales        | 1,068.74 | 0.00     | 1,068.74  | 100.0%   | 1,509.92 | 0.00     | 1,509.92  | 100.0%   | 1,562.09 | 3,257.63 | -1,695.54 | -52.05%  | 13,252.46      | 3,709.68       | 9,542.78  | 257.24%  |