



Thursday, July 13, 2023, at 5:00 pm
Location: Port of Arlington, 100 Port Island Rd, 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, July 13, 2023

1. **Call Meeting to Order**
2. **Public Comment on Non-Agenda Items**
3. **Appointment to Fill Board Vacancy**
4. **Supplemental Budget Hearing 2022-2023, Resolution 2023-160**
5. **Consent Agenda:**
 - a. Approve Regular Meeting Minutes for June 8, 2023
 - b. Approve June 2023 Accounts Payable and Financials
6. **Annual Designations & Appointments**
 - A. **Monthly Meeting - Date, Time, and Place** (*Second Thursday at 5 pm*)
(Primarily Port of Arlington; Condon City Hall in March, June, and October)
 - B. **Newspaper of Record** (*Times-Journal*)
 - C. **Attorney of Record** (*VanKoten & Cleaveland*)
 - D. **Depository of Record** (*Bank of Eastern Oregon and LGIP*)
 - E. **Budget Officer for 2023-2024 Fiscal Year** (*Kayla Rayburn*)
 - F. **Port Commission – Election of Officers** (President, Vice-President, Secretary)
Current: President Leah Shannon, VP Ron Wilson, Secretary Kathryn Greiner
7. **Director Report**
 - A. Maintenance Equipment
 - B. Grants – Willow Creek Technical Assistance Planning Grant, \$50,000 Award
 - C. Strategic Business Plan – Final Draft pending Business Oregon Review
 - D. Properties & Projects Update
8. **President Report**
9. **Commissioner Reports**
10. **Executive Session, ORS 192.660(2)(e):** To conduct deliberations with the persons designated by governing body to negotiate real property transactions.
11. **Decision or deliberations on Real Estate Transactions** (*Placeholder*).
12. **Upcoming Meetings –**
Eastern Oregon Economic Summit Aug 3-4, 2023 La Grande (*Potential Quorum*).
Commission Meeting – Thursday, August 10, 2023, at 5 pm at Port of Arlington.
13. **Adjourn Meeting**

Port of Arlington Environmental Sentry Corp Meeting

July 13, 2023 immediately following Port Meeting

1. Election of Officers (*President Gibb Wilkins, VP Kip Krebs*)
2. Adjourn

Budget/Supplemental Budget Meeting
June 9, 2023, MINUTES 5:00PM
Port Office, 100 Island Park Rd., Arlington, OR

1. **The Port of Arlington Budget/Supplemental Budget meeting was called to order at 5:02pm by Vice President Wilson.**
2. **Supplemental Budget FY 2022-2023**
Tabled until the next meeting so the correct form can be published in the newspaper for the correct time of notice. Notice ran, but not the supplemental budget form.
3. **Public Hearing FY 2023-2024**
 - 3.1. **Open Public Hearing**
No public comment.
 - 3.2. **Ask for Public Comment on the FY 2023-2024 Budget**
No further discussion.
 - 3.3. **Close Public Hearing**
4. **Vice President Wilson adjourned the Budget/Supplemental Budget meeting at 5:12pm.**

Regular Commission Meeting
June 9, 2023, MINUTES
Port Office, 100 Island Park Rd., Arlington, OR

1. **The Port of Arlington Commission meeting was called to order at 5:12pm by Vice President Wilson.**
2. **Present:** President Leah Shannon (arrived at 5:45pm) and Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn
3. **Absent:**
4. **Audience:** Delaney Watkins
5. **Public Comment-** Pat Shannon: wanted to advise the Port he had attended the MCEDD meeting, and the process has been approved by Governor Inslee and governor Kotek. They have moved the next phase and is looking like Gilliam County will be accepted.
6. **Additions to the Agenda**
none
7. **Jarrold Quesenberry, Qeusenberry Construction, Inc. (QCI)**
Jarrod talked about his company, what they have to offer, what their specialties are, and what type of projects they normally do. He answered questions from all the commissioners regarding the work they do, and his opinion on the Willow Creek rock quarry. His biggest suggestion being we should approach Union Pacific if we could provide clean basalt out of the quarry, but that would require water and power at Rock Creek to be efficient.
8. **Consent Agenda**
 - 8.1. **Approve Regular Meeting & Workshop Minutes for May 18, 2023.**
 - 8.2. **Approve May 2023 Accounts Payable and Financials**

Motion: Greiner moved, and Wilkins seconded to approve the Regular Meeting & Workshop Minutes for May 18, 2023, and May 2023 Accounts Payable/Financials. Motion carried unanimously.

9. Director Report

9.1. Resolution 2023-156; Approving Fiscal year 2023-2024 Budget.

Motion: Greiner moved, and Shannon seconded to approve Resolution 2023-156-approving fiscal year 2023/2024 Budget. Motion carried unanimously.

9.2. Affirm Salary Increases as established within the Budget.

Motion: Greiner moved, and Wilkins seconded to approve salary increases as established within the 2023/2024 budget. Motion carried unanimously.

9.3. General Fee Resolution 2023-157.

Greiner questioned about the transient tax onto the fee schedule.

Motion: Shannon moved, and Greiner seconded to approve the General Fee Resolution 2023-157. Motion carried unanimously.

9.4. Amend Exhibit A of Intergovernmental Agreement (IGA) with Gilliam County to designate Joint Project as Workforce Housing, rather than Willow Creek dock.

Motion: Wilkins moved, and Shannon seconded to approve the amended exhibit A of Intergovernmental Agreement (IGA) with Gilliam County to designate joint project as workforce housing, rather than Willow Creek dock.

9.5. Resolution 2023-158 Enterprise Zone Re-Designation by Port of Arlington (Consenting Agency), with mutual support by Gilliam County, City of Arlington, City of Condon (Sponsors).

Motion: Greiner moved, and Krebs seconded Resolution 2023-158 Enterprise Zone re-designation by Port of Arlington (Consenting Agency), with mutual support by Gilliam County, City of Arlington, and city of Condon (Sponsors). Motion passed unanimously.

10. Presidents Report

Does not have anything to report. Asked about the Insitu building and was advised that we provided pictures to the NDA company for possible rental.

11. Commissioner Reports

11.1. Greiner: Wanted to talk about Jed's compensation or raise at the July meeting. Asked about Condon Grade School. Jed is reviewing the paperwork with Karen for the Brownfield grant.

11.2. Wilkins: There is still monthly request from concerned citizen to get water at the Condon Airport. The city would be maintaining the grounds/watering the grounds for at the Condon grade school.

11.3. Krebs: basketball courts are getting finished, and the paint should be done by the end of the month. He asked for a donation for the tournament again this year. Was told to submit it in an email.

11.4. Wilson: none

12. Executive Session ORS 129.660(2)(e):

Not needed at this time.

13. Next Meeting

Next meeting Thursday, July 13, 2023 at 5:00pm at the Port of Arlington.

14. Adjourn Meeting

Wilson adjourned The Regular Commissions meeting at 6:34pm.

President Leah Shannon

Vice President Ron Wilson

PORT OF ARLINGTON

Balance Sheet As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Beginning Cash Drawer Funds	-11,674.69
1001 Bank of E/O - Checking	743,862.61
1003 LGIP Investment A/C	233,383.75
1004 Reserve Fund	79,766.92
1005 Municipal Money Market Account	92,082.69
Total Bank Accounts	\$1,137,421.28
Accounts Receivable	
1200 Accounts Receivable	-179,432.93
Total Accounts Receivable	\$-179,432.93
Other Current Assets	
1201 AR Audit	16,474.51
1210 Property Tax Receivable	-1,907.23
1220 Grants Receivable	0.00
1230 Other Receivables	0.00
1235 POA Env Sentry Corp Receivable	0.00
1300 Prepaid Expense	5,718.75
1499 Undeposited Funds	0.00
Total Other Current Assets	\$20,286.03
Total Current Assets	\$978,274.38
Other Assets	
1006 Cash With County	721.40
Total Other Assets	\$721.40
TOTAL ASSETS	\$978,995.78
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	2,724.48
2001 Transient Lodging Tax Payable	744.28
Total 2000 Accounts Payable	3,468.76

PORT OF ARLINGTON

Balance Sheet As of June 30, 2023

	TOTAL
Total Accounts Payable	\$3,468.76
Other Current Liabilities	
2002 AP Audit	-2,724.48
2010 Other Payables	0.00
2100 Payroll Liabilities	80,962.64
408k SEP Co. Match	1,832.33
Dental Insurance	402.01
Federal Taxes (941/943/944)	3,975.49
Health Insurance	6,326.68
OR Employment Taxes	9.94
OR Income Tax	1,075.47
OR Paid Family and Medical Leave	91.61
OR Statewide Transit Taxes	15.27
Total 2100 Payroll Liabilities	94,691.44
2110 Deferred Rev. - Property Taxes	3,642.20
2111 Direct Deposit Liabilities	-14,693.98
2120 Deferred Revenue	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$80,915.18
Total Current Liabilities	\$84,383.94
Long-Term Liabilities	
2200 OEDD - Marina	0.00
2300 OEDD - RV Park	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$84,383.94
Equity	
3000 Opening Bal Equity	0.00
3110 Retained Earnings	1,625,727.97
Net Income	-731,116.13
Total Equity	\$894,611.84
TOTAL LIABILITIES AND EQUITY	\$978,995.78

PORT OF ARLINGTON

Profit and Loss YTD Comparison

July 2022 - June 2023

	TOTAL				
	JUL 2022 - JUN 2023	JUL 2022 - JUN 2023 (YTD)	% YTD	JUL 2021 - JUN 2022 (PY)	% CHANGE
Income					
5000 ECONOMIC DEVELOP FUND RESOURCES					
5031 Building Lease 11-002	162,838.78	162,838.78	100.00 %	78,280.00	108.02 %
5032 Building Lease 11-004	7,500.00	7,500.00	100.00 %	15,000.00	-50.00 %
5033 Flex Bldg Lease	30,250.00	30,250.00	100.00 %	42,250.00	-28.40 %
5034 Taxes Collected for Triple Net	6,470.00	6,470.00	100.00 %	9,640.00	-32.88 %
Total 5000 ECONOMIC DEVELOP FUND RESOURCES	207,058.78	207,058.78	100.00 %	145,170.00	42.63 %
5200 Gronquist Resources					
5203 Shannon Lease	15,750.00	15,750.00	100.00 %	25,250.00	-37.62 %
5203-1 Richter Lease	9,000.00	9,000.00	100.00 %		
5203-3 Richter's Property taxes	2,500.00	2,500.00	100.00 %		
5204 Colimbia Room Rental	790.00	790.00	100.00 %	3,730.00	-78.82 %
5207 Cleaning Fee Deposit				0.00	
5210 Office Space Lease #1				11,525.00	-100.00 %
5211 Office Space Lease #2	8,200.00	8,200.00	100.00 %	11,400.00	-28.07 %
5212 Office Space Lease #3	12,750.00	12,750.00	100.00 %	9,000.00	41.67 %
Total 5200 Gronquist Resources	48,990.00	48,990.00	100.00 %	61,155.00	-19.89 %
GENERAL FUND RESOURCES					
4000 Carryover Balance				7,828.00	-100.00 %
4010 Taxes-Current	1,228.63	1,228.63	100.00 %	396.75	-100.00 %
4011 Taxes-Prior	144,230.08	144,230.08	100.00 %	137,056.51	-99.10 %
4020 Interest - NOW Checking	244.83	244.83	100.00 %	1,791.65	7,950.13 %
4021 Interest - Best A/C	2,021.75	2,021.75	100.00 %	324.23	-24.49 %
4022 Interest - LGIP A/C	22,865.65	22,865.65	100.00 %	500.36	304.06 %
4030 Land Rental	1,650.00	1,650.00	100.00 %	5,805.71	293.85 %
4040 Management Fees	200.00	200.00	100.00 %	12,362.00	-86.65 %
4050 Grain Elevator Lease Pymt	118,459.81	118,459.81	100.00 %	200.00	
4110 Grants Income					
4111 OSMB Grant				115,009.00	3.00 %
4113 Gilliam County Grant	15,375.00	15,375.00	100.00 %	269,546.81	-100.00 %

PORT OF ARLINGTON

Profit and Loss YTD Comparison

July 2022 - June 2023

	TOTAL				
	JUL 2022 - JUN 2023	JUL 2022 - JUN 2023 (YTD)	% YTD	JUL 2021 - JUN 2022 (PY)	% CHANGE
Total 4110 Grants Income	15,375.00	15,375.00	100.00	269,546.81	-94.30 %
4210 Marina Revenue	11,254.99	11,254.99	100.00	12,862.67	-12.50 %
4211 RV Park Revenues	266.22	266.22	100.00	6,505.00	-95.91 %
4211-1 RV Park Monthly Rent	37,980.00	37,980.00	100.00	45,680.00	-16.86 %
4211-2 RV Park Weekly Rent	4,230.00	4,230.00	100.00	3,240.00	30.56 %
4211-3 RV Park Daily Rent	6,272.00	6,272.00	100.00	5,537.00	13.27 %
4211-4 RV Park Dry Camp	13,435.00	13,435.00	100.00	8,507.25	57.92 %
4211-5 Monthly TV				10.00	-100.00 %
Total 4211 RV Park Revenues	62,183.22	62,183.22	100.00	69,479.25	-10.50 %
4213 Marina Fuel Revenue	16,298.40	16,298.40	100.00	1,129.51	1,342.96 %
4213-1 Diesel Sales	1,189.21	1,189.21	100.00	1,759.30	-32.40 %
4213-2 Gasoline Sales	787.54	787.54	100.00	10,558.41	-92.54 %
Total 4213 Marina Fuel Revenue	18,275.15	18,275.15	100.00	13,447.22	35.90 %
4214 Marina Power and Water Revenue	971.25	971.25	100.00	30.00	3,137.50 %
4350 Willow Creek Lease Revenue	5,000.00	5,000.00	100.00	13,554.14	-63.11 %

PORT OF ARLINGTON

Profit and Loss YTD Comparison

July 2022 - June 2023

	TOTAL					
	JUL 2022 - JUN 2023	JUL 2022 - JUN 2023 (YTD)	% YTD	JUL 2021 - JUN 2022 (PY)	% CHANGE	
4400 Donations/Gifts	30.00	30.00	100.00 %	43.00	-30.23 %	
4211-6 shower Donation	315.84	315.84	100.00 %			
Total 4400 Donations/Gifts	345.84	345.84	100.00 %	43.00	704.28 %	
4500 Miscellaneous Income	1,331.50	1,331.50	100.00 %	23,006.52	-94.21 %	
Beginning Fund Balance	38,043.20	38,043.20	100.00 %	38,020.34	0.06 %	
Total GENERAL FUND RESOURCES	443,680.90	443,680.90	100.00 %	721,064.16	-38.47 %	
RESERVE FUND RESOURCES						
9002 Interest Earned Reserve Fund	1,751.35	1,751.35	100.00 %	480.79	264.27 %	
Total RESERVE FUND RESOURCES	1,751.35	1,751.35	100.00 %	480.79	264.27 %	
Total Income	\$701,481.03	\$701,481.03	100.00 %	\$927,869.95	-24.40 %	
GROSS PROFIT	\$701,481.03	\$701,481.03	100.00 %	\$927,869.95	-24.40 %	
Expenses						
6560 Payroll Expenses	228,273.89	228,273.89	100.00 %	146,449.28	55.87 %	
Company Contributions						
Health Insurance	6,728.69	6,728.69	100.00 %			
Retirement	1,832.33	1,832.33	100.00 %			
Total Company Contributions	8,561.02	8,561.02	100.00 %			
Taxes	1,173.09	1,173.09	100.00 %			
Wages	15,269.38	15,269.38	100.00 %			
Total 6560 Payroll Expenses	253,277.38	253,277.38	100.00 %	146,449.28	72.95 %	
8400 ECON.DEVELOP.FUND EXPENSES				1,076.38	-100.00 %	
CAPITAL OUTLAY						
8431 Land Improvements/Development	801,036.24	801,036.24	100.00 %			
8432 Engineering & Surveying	5,769.00	5,769.00	100.00 %	3,738.48	54.31 %	
8435 Building Projects/Tenant Improv	11,882.00	11,882.00	100.00 %			
Total CAPITAL OUTLAY	818,687.24	818,687.24	100.00 %	3,738.48	21,798.93 %	
DEBT SERVICE						
8441 Loan - Principal	9,715.20	9,715.20	100.00 %	9,742.88	-0.28 %	
8442 Loan - Interest	2,428.80	2,428.80	100.00 %	2,401.12	1.15 %	
Total DEBT SERVICE	12,144.00	12,144.00	100.00 %	12,144.00	0.00 %	
MATERIALS AND SERVICES						
8421 Travel/Food/Lodging				1,448.76	-100.00 %	
8422 Training/Seminars/Conventions				75.00	-100.00 %	
8423 Legal Fees	1,470.00	1,470.00	100.00 %	2,792.50	-47.36 %	
8424 Office Supplies & Equipment	284.69	284.69	100.00 %	1,865.83	-84.74 %	
8424-3 Consultant	12,000.00	12,000.00	100.00 %			
8425 Utilities	417.00	417.00	100.00 %	228.50	82.49 %	
8426 Advertising & Marketing	1,146.00	1,146.00	100.00 %	5,698.10	-79.89 %	
8426-1 Dues & Subscriptions	300.00	300.00	100.00 %	100.00	200.00 %	
8427 Telephone & Internet Service				2,548.71	-100.00 %	
8429 Building Insurance	14,283.00	14,283.00	100.00 %			
8430 City of Arlington Insitu Lease	3,600.00	3,600.00	100.00 %	23,400.00	-84.62 %	
8430-4 Property Taxes	22,575.26	22,575.26	100.00 %	10,370.92	117.68 %	
Total MATERIALS AND SERVICES	56,075.95	56,075.95	100.00 %	48,528.32	15.55 %	

PORT OF ARLINGTON

Profit and Loss YTD Comparison

July 2022 - June 2023

	TOTAL				
	JUL 2022 - JUN 2023	JUL 2022 - JUN 2023 (YTD)	% YTD	JUL 2021 - JUN 2022 (PY)	% CHANGE
PERSONNEL SERVICES					
8410 Officer	7,583.32	7,583.32	100.00 %	13,001.78	-41.67 %
8410-1 Admin. Asst. 1/3				8,954.98	-100.00 %
8411 Payroll Taxes				1,548.21	-100.00 %
8412 Worker's Comp Ins.				120.00	-100.00 %
8413 Employee Benefits - Insurance				5,466.67	-100.00 %
8414 Employee Benefits - Retirement				1,803.18	-100.00 %
Total PERSONNEL SERVICES	7,583.32	7,583.32	100.00 %	30,894.82	-75.45 %
Total 8400 ECON.DEVELOP.FUND EXPENSES	894,490.51	894,490.51	100.00 %	96,382.00	828.07 %
8500 Gronquist Fund Expences				2,455.30	-100.00 %
GRONQUIST CAPITOL OUTLAY					
8632 Tenant Improvement/Building Imp				30,938.00	-100.00 %
8633 Grant Match Gilliam County	7,200.00	7,200.00	100.00 %		
Total GRONQUIST CAPITOL OUTLAY	7,200.00	7,200.00	100.00 %	30,938.00	-76.73 %
Materials and Services					
8521 Utilities	8,914.54	8,914.54	100.00 %	10,423.77	-14.48 %
8521-1 Credit Card Fees	16.69	16.69	100.00 %	14.80	12.77 %
8522 Office Supplies and Equipment	1,123.15	1,123.15	100.00 %		
8523 Legal Fees	966.00	966.00	100.00 %		
85230 Building Maintenance	5,533.12	5,533.12	100.00 %	4,518.03	22.47 %
8525 Dues / Subscriptions / Fees	151.10	151.10	100.00 %	337.00	-55.16 %
8527 Telephone and Internet	768.00	768.00	100.00 %	638.25	20.33 %
8528 Supplies	505.45	505.45	100.00 %	713.24	-29.13 %
8529 Fire Suppression System Inspec	868.23	868.23	100.00 %	405.00	114.38 %
8531 Alarm Monitoring	648.00	648.00	100.00 %	648.00	0.00 %
8532 Pest Control / Fertilizer	396.48	396.48	100.00 %	158.58	150.02 %
Total Materials and Services	19,890.76	19,890.76	100.00 %	17,856.67	11.39 %
Personnel Services					
8510 Port Manager				6,500.60	-100.00 %
8510-1 Administrative Assistant				4,306.79	-100.00 %
8510-3 Maintenance	2,287.44	2,287.44	100.00 %	3,543.65	-35.45 %
8511 Payroll Taxes				976.23	-100.00 %
8512 Workers Comp Insurance				300.00	-100.00 %
8513 Employee Benefits Insurance				4,527.51	-100.00 %
8514 Employee Benefits - Retirement				1,714.69	-100.00 %
Total Personnel Services	2,287.44	2,287.44	100.00 %	21,869.47	-89.54 %
Total 8500 Gronquist Fund Expences	29,378.20	29,378.20	100.00 %	73,119.44	-59.82 %

PORT OF ARLINGTON

Profit and Loss YTD Comparison

July 2022 - June 2023

	TOTAL					
	JUL 2022 - JUN 2023	JUL 2022 - JUN 2023 (YTD)	% YTD	JUL 2021 - JUN 2022 (PY)	% CHANGE	
GENERAL FUND EXPENSES	439.06	439.06	100.00 %	2,790.58	-84.27 %	
ADMINISTRATION EXPENSES						
6000 Personal Services - AD	10,577.41	10,577.41	100.00 %	10,530.75	0.44 %	
6008 Port Manager	7,630.62	7,630.62	100.00 %	6,500.59	17.38 %	
6009 Administrative Assistant	7,374.40	7,374.40	100.00 %	7,754.09	-4.90 %	
6011 Payroll Taxes - Staff	2,522.49	2,522.49	100.00 %	1,167.91	115.98 %	
6012 Training	408.17	408.17	100.00 %			
6013 Workmens Compensation	3,563.65	3,563.65	100.00 %	249.45	1,328.60 %	
6015 Employee Benefits Insurance	107,714.27	107,714.27	100.00 %	17,638.12	510.69 %	
6016 Employee Benefits Retirement	3,619.91	3,619.91	100.00 %	1,315.69	175.13 %	
Total 6000 Personal Services - AD	143,410.92	143,410.92	100.00 %	45,156.60	217.59 %	
6100 Materials and Services - AD				754.96	-100.00 %	
6110 Internet Service				92.00	-100.00 %	
6111 Utilities	3,620.67	3,620.67	100.00 %	6,001.82	-39.67 %	
6112 Office Supplies and Equipment	3,840.32	3,840.32	100.00 %	1,776.80	116.14 %	
6113 Legal Fees	4,461.76	4,461.76	100.00 %	11,166.77	-60.04 %	
6115 Dues, Subscriptions, Fees	4,709.89	4,709.89	100.00 %	4,649.60	1.30 %	
6115-1 Credit Card Fees	2,688.94	2,688.94	100.00 %	4,124.22	-34.80 %	
Total 6115 Dues, Subscriptions, Fees	7,398.83	7,398.83	100.00 %	8,773.82	-15.67 %	
6116 Audit, Budget, Legal Notices	620.50	620.50	100.00 %	3,200.00	-80.61 %	
6117 Telephone and Internet Srv.	2,916.08	2,916.08	100.00 %	3,946.27	-26.11 %	
6118 Advertising - AD				331.25	-100.00 %	
6119 Commissioner Fees/Expenses	1,551.84	1,551.84	100.00 %	247.96	525.84 %	
6121 Donations	650.00	650.00	100.00 %	800.00	-18.75 %	
6122 Meetings and Elections	569.89	569.89	100.00 %	479.26	18.91 %	
6123 Miscellaneous - AD	448.02	448.02	100.00 %			
6125 Training	75.00	75.00	100.00 %			
6127 Commissioner Conference & Trave				256.33	-100.00 %	
6128 Staff Travel/Food/Lodging	268.56	268.56	100.00 %			
6129 Postage	60.00	60.00	100.00 %	234.80	-74.45 %	
Total 6100 Materials and Services - AD	26,481.47	26,481.47	100.00 %	38,062.04	-30.43 %	
6150 Capital Outlay - AD						
6154 Office Equipment	760.70	760.70	100.00 %			
Total 6150 Capital Outlay - AD	760.70	760.70	100.00 %			
Total ADMINISTRATION EXPENSES	170,653.09	170,653.09	100.00 %	83,218.64	105.07 %	
ISLAND PARK	210.00	210.00	100.00 %			
6600 Personal Services						
6610 Maintenance Person	2,287.44	2,287.44	100.00 %	7,063.14	-67.61 %	
6611 Payroll Taxes				551.49	-100.00 %	
6612 Worker's Comp Insurance				173.66	-100.00 %	
6614 Employee Benefits				2,082.68	-100.00 %	
6615 Employee Retirement				571.75	-100.00 %	

PORT OF ARLINGTON

Profit and Loss YTD Comparison

July 2022 - June 2023

	TOTAL					
	JUL 2022 - JUN 2023	JUL 2022 - JUN 2023 (YTD)	% YTD	JUL 2021 - JUN 2022 (PY)	% CHANGE	
Total 6600 Personal Services	2,287.44	2,287.44	100.00 %	10,442.72	-78.10 %	
6620 Materials & Services	45.30	45.30	100.00 %	1,575.89	-97.13 %	
6621 Water Fees				269.00	-100.00 %	
6622 Sanitation	974.00	974.00	100.00 %	5,403.81	-81.98 %	
6623 Comfort Station Supplies	984.60	984.60	100.00 %	591.08	66.58 %	
6624 Park Electricity	5,096.19	5,096.19	100.00 %	4,530.36	12.49 %	
6625 Pest Control / Chem & Fert.	468.99	468.99	100.00 %			
6626 Insurance	1,957.00	1,957.00	100.00 %	21,167.50	-90.75 %	
6627 Park Maintenance & Supplies	4,496.34	4,496.34	100.00 %	3,129.86	43.66 %	
Total 6620 Materials & Services	14,022.42	14,022.42	100.00 %	36,667.50	-61.76 %	
6630 Capital Outlay						
6631 Park Improvements	851.92	851.92	100.00 %	345.64	146.48 %	
6632 Engineering & Surveying				2,055.25	-100.00 %	
Total 6630 Capital Outlay	851.92	851.92	100.00 %	2,400.89	-64.52 %	
Total ISLAND PARK	17,371.78	17,371.78	100.00 %	49,511.11	-64.91 %	
MARINA				-159.68	100.00 %	
6700 Personal Services						
6710 Maintenance Person	1,524.96	1,524.96	100.00 %	588.39	159.18 %	
6711 Payroll Taxes				31.55	-100.00 %	
6712 Worker's Comp Insurance				173.66	-100.00 %	
6713 Other				172.44	-100.00 %	
6714 Employee Retirement				82.71	-100.00 %	
Total 6700 Personal Services	1,524.96	1,524.96	100.00 %	1,048.75	45.41 %	
6720 Materials & Services	67.66	67.66	100.00 %			
6721 Marina Electricity	3,260.49	3,260.49	100.00 %	544.78	498.50 %	
6722 OMB Repairs - 1/2 MAPS				380.50	-100.00 %	
6723 Insurance	1,973.83	1,973.83	100.00 %			
6724 Marina Maint. & Supplies	6,107.03	6,107.03	100.00 %	5,467.07	11.71 %	
6726 Contractural Services	1,199.00	1,199.00	100.00 %			
6727 Marina Fuel	856.00	856.00	100.00 %	3,332.77	-74.32 %	
6727-1 Marina Gas	16,595.79	16,595.79	100.00 %	9,372.09	77.08 %	
6727-2 Marina Diesel	3,593.25	3,593.25	100.00 %	2,980.00	20.58 %	
Total 6727 Marina Fuel	21,045.04	21,045.04	100.00 %	15,684.86	34.17 %	
Total 6720 Materials & Services	33,653.05	33,653.05	100.00 %	22,077.21	52.43 %	
6730 Captial Outlay						
6731 Marina Improvements	375.00	375.00	100.00 %	3,411.27	-89.01 %	
6733 Marina Equipment				770.38	-100.00 %	
6734 Marina Improvements Other				1,845.00	-100.00 %	
Total 6730 Captial Outlay	375.00	375.00	100.00 %	6,026.65	-93.78 %	
Total MARINA	35,553.01	35,553.01	100.00 %	28,992.93	22.63 %	

PORT OF ARLINGTON

Profit and Loss YTD Comparison

July 2022 - June 2023

	TOTAL					
	JUL 2022 - JUN 2023	JUL 2022 - JUN 2023 (YTD)	% YTD	JUL 2021 - JUN 2022 (PY)	% CHANGE	
RV PARK EXPENSES	-105.00	-105.00	100.00 %	-1,555.53	93.25 %	
6300 Personal Services - RV						
6310 Maintenance Person - RV	1,524.96	1,524.96	100.00 %	588.39	159.18 %	
6311 Payroll Taxes, Maintenance - RV				43.20	-100.00 %	
6312 Workmens Compensation - RV				250.00	-100.00 %	
6313 Employee Benefits- RV				173.05	-100.00 %	
Total 6300 Personal Services - RV	1,524.96	1,524.96	100.00 %	1,054.64	44.60 %	
6314 Employee Retirement				82.70	-100.00 %	
6320 Materials & Services - RV				400.85	-100.00 %	
6321 Water Fees - RV	4,021.79	4,021.79	100.00 %	4,119.70	-2.38 %	
6322 Sanitation - RV	1,897.50	1,897.50	100.00 %	1,205.00	57.47 %	
6323 Electricity - RV Park	8,964.97	8,964.97	100.00 %	10,130.47	-11.50 %	
6324 WIFI - RV	1,560.00	1,560.00	100.00 %	689.49	126.25 %	
6325 Advertising - RV	307.00	307.00	100.00 %	307.00	0.00 %	
6326 Maintenance & Supplies - RV	598.51	598.51	100.00 %	3,771.16	-84.13 %	
6327 Insurance - RV	1,957.00	1,957.00	100.00 %			
6328 Misc. - RV				444.42	-100.00 %	
6329 Sewer	4,829.90	4,829.90	100.00 %	6,346.31	-23.89 %	
6330 Donations & Gifts Expense	-11.00	-11.00	100.00 %			
Total 6320 Materials & Services - RV	24,125.67	24,125.67	100.00 %	27,414.40	-12.00 %	
6340 Capital Outlay - RV						
6344 RV Park Equipment				8,769.35	-100.00 %	
Total 6340 Capital Outlay - RV				8,769.35	-100.00 %	
Total RV PARK EXPENSES	25,545.63	25,545.63	100.00 %	35,765.56	-28.57 %	
WILLOW CREEK QUARRY						
6520 Materials & Services - WQ						
6522 Legal Fees - WQ	189.00	189.00	100.00 %			
6523 Miscellaneous - WQ				1,801.59	-100.00 %	
6525 Contractual Services	1,260.00	1,260.00	100.00 %			
Total 6520 Materials & Services - WQ	1,449.00	1,449.00	100.00 %	1,801.59	-19.57 %	
Total WILLOW CREEK QUARRY	1,449.00	1,449.00	100.00 %	1,801.59	-19.57 %	
Total GENERAL FUND EXPENSES	251,011.57	251,011.57	100.00 %	202,080.41	24.21 %	
Reimbursements	500.00	500.00	100.00 %			
Unapplied Cash Bill Payment Expense	0.00	0.00		3,438.34	-100.00 %	
Total Expenses	\$1,428,657.66	\$1,428,657.66	100.00 %	\$521,469.47	173.97 %	
NET OPERATING INCOME	\$ -727,176.63	\$ -727,176.63	100.00 %	\$406,400.48	-278.93 %	
Other Expenses						
8600 Environ. Sentry Corp. Projects	3,939.50	3,939.50	100.00 %			
Total Other Expenses	\$3,939.50	\$3,939.50	100.00 %	\$0.00	0.00%	
NET OTHER INCOME	\$ -3,939.50	\$ -3,939.50	100.00 %	\$0.00	0.00%	
NET INCOME	\$ -731,116.13	\$ -731,116.13	100.00 %	\$406,400.48	-279.90 %	

PORT OF ARLINGTON

Check Detail Report
June 2023

ACCOUNT NAME	TRANSACTION ID	TRANSACTION DATE	TRANSACTION TYPE	TRANSACTION NUMBER	NAME	DESCRIPTION	CLEARED	AMOUNT LINE	
Beginning Cash Drawer Funds									
13418									
Beginning Cash Drawer Funds	13418	06/30/2023	Payroll Check	DD	Jed N. Crowther	Pay Period: 06/01/2023-06/30/2023 Comp time used 14 Hr. at a rate of \$40.87/hr. totaling \$572.18.	Uncleared	-\$5,905.28	
Beginning Cash Drawer Funds	13418	06/30/2023	Payroll Check	DD	Jed N. Crowther	Direct Deposit	Uncleared	-\$5,905.28	
13419									
Beginning Cash Drawer Funds	13419	06/30/2023	Payroll Check	DD	James L. Metzker	Pay Period: 06/01/2023-06/30/2023	Uncleared	-\$2,903.73	
Beginning Cash Drawer Funds	13419	06/30/2023	Payroll Check	DD	James L. Metzker	Direct Deposit	Uncleared	-\$2,903.73	
13420									
Beginning Cash Drawer Funds	13420	06/30/2023	Payroll Check	DD	Kayla R. Rayburn	Pay Period: 06/01/2023-06/30/2023	Uncleared	-\$2,965.68	
Beginning Cash Drawer Funds	13420	06/30/2023	Payroll Check	DD	Kayla R. Rayburn	Direct Deposit	Uncleared	-\$2,965.68	
Bank of E/O - Checking									
4877									
Bank of E/O - Checking	4877	06/01/2023	Check	10161	Fidelity Brokerage Services LLC	185-821306 & 821268	Uncleared	-\$1,861.27	
Bank of E/O - Checking	4877	06/01/2023	Check	10161	Fidelity Brokerage Services LLC	408K SEP Co. Match	Uncleared	-\$1,861.27	
12023									
Bank of E/O - Checking	12023	06/15/2023	Check	10162	Vanessa Williamson	Donation	Uncleared	-\$50.00	
Bank of E/O - Checking	12023	06/15/2023	Check	10162	Vanessa Williamson	Pan Lego Party	--	\$50.00	
354									
Bank of E/O - Checking	354	06/27/2023	Bill Payment (Check)	10163	Arlington Hardware		--	Uncleared	-\$419.00
Bank of E/O - Checking	354	06/27/2023	Bill Payment (Check)	10163	Arlington Hardware		--	--	-\$419.00
355									
Bank of E/O - Checking	355	06/27/2023	Bill Payment (Check)	10164	Arlington T.V. Coop		--	Uncleared	-\$306.50
Bank of E/O - Checking	355	06/27/2023	Bill Payment (Check)	10164	Arlington T.V. Coop		--	--	-\$306.50
356									
Bank of E/O - Checking	356	06/27/2023	Bill Payment (Check)	10165	Bank of Eastern Oregon-Visa		--	Uncleared	-\$1,563.37
Bank of E/O - Checking	356	06/27/2023	Bill Payment (Check)	10165	Bank of Eastern Oregon-Visa		--	--	-\$1,563.37
357									
Bank of E/O - Checking	357	06/27/2023	Bill Payment (Check)	10166	City of Arlington-Utilities		--	Uncleared	-\$1,525.41
Bank of E/O - Checking	357	06/27/2023	Bill Payment (Check)	10166	City of Arlington-Utilities		--	--	-\$1,525.41
358									
Bank of E/O - Checking	358	06/27/2023	Bill Payment (Check)	10167	Fair Winds consulting, LLC		--	Uncleared	-\$6,000.00
Bank of E/O - Checking	358	06/27/2023	Bill Payment (Check)	10167	Fair Winds consulting, LLC		--	--	-\$6,000.00
359									
Bank of E/O - Checking	359	06/27/2023	Bill Payment (Check)	10168	Gilliam County Tax Collector	Loan Payment	Uncleared	-\$1,012.00	
Bank of E/O - Checking	359	06/27/2023	Bill Payment (Check)	10168	Gilliam County Tax Collector		--	--	-\$1,012.00
360									
Bank of E/O - Checking	360	06/27/2023	Bill Payment (Check)	10169	Gorge Networks		--	Uncleared	-\$122.45
Bank of E/O - Checking	360	06/27/2023	Bill Payment (Check)	10169	Gorge Networks		--	--	-\$122.45
361									
Bank of E/O - Checking	361	06/27/2023	Bill Payment (Check)	10170	H2Oregon	VOID:incorrect amount	Reconciled	\$0.00	
Bank of E/O - Checking	361	06/27/2023	Bill Payment (Check)	10170	H2Oregon		--	--	\$0.00
362									
Bank of E/O - Checking	362	06/27/2023	Bill Payment (Check)	10171	Hughes Network System, LLC		--	Uncleared	-\$189.96
Bank of E/O - Checking	362	06/27/2023	Bill Payment (Check)	10171	Hughes Network System, LLC		--	--	-\$189.96
363									
Bank of E/O - Checking	363	06/27/2023	Bill Payment (Check)	10172	Loop Net		--	Uncleared	-\$79.00
Bank of E/O - Checking	363	06/27/2023	Bill Payment (Check)	10172	Loop Net		--	--	-\$79.00
364									
Bank of E/O - Checking	364	06/27/2023	Bill Payment (Check)	10173	Saif Corp.	Proposal: 100058371	Uncleared	-\$3,563.65	
Bank of E/O - Checking	364	06/27/2023	Bill Payment (Check)	10173	Saif Corp.		--	--	-\$3,563.65
365									
Bank of E/O - Checking	365	06/27/2023	Bill Payment (Check)	10174	SDIS	03-0016161	Uncleared	-\$7,421.64	
Bank of E/O - Checking	365	06/27/2023	Bill Payment (Check)	10174	SDIS		--	--	-\$7,421.64
366									
Bank of E/O - Checking	366	06/27/2023	Bill Payment (Check)	10175	The McGregor Company		--	Uncleared	-\$72.50
Bank of E/O - Checking	366	06/27/2023	Bill Payment (Check)	10175	The McGregor Company		--	--	-\$72.50
367									
Bank of E/O - Checking	367	06/27/2023	Bill Payment (Check)	10176	Times-Journal		--	Uncleared	-\$66.00
Bank of E/O - Checking	367	06/27/2023	Bill Payment (Check)	10176	Times-Journal		--	--	-\$66.00
368									
Bank of E/O - Checking	368	06/27/2023	Bill Payment (Check)	10177	VanKoten & Cleaveland LLC		--	Uncleared	-\$420.00
Bank of E/O - Checking	368	06/27/2023	Bill Payment (Check)	10177	VanKoten & Cleaveland LLC		--	--	-\$420.00
369									
Bank of E/O - Checking	369	06/27/2023	Bill Payment (Check)	10178	Vanport	invoice# 13368062322	Uncleared	-\$1,195.00	
Bank of E/O - Checking	369	06/27/2023	Bill Payment (Check)	10178	Vanport		--	--	-\$1,195.00
370									
Bank of E/O - Checking	370	06/27/2023	Bill Payment (Check)	10179	Ed Staub & Sons		--	Uncleared	-\$4,146.65
Bank of E/O - Checking	370	06/27/2023	Bill Payment (Check)	10179	Ed Staub & Sons		--	--	-\$4,146.65
371									
Bank of E/O - Checking	371	06/27/2023	Bill Payment (Check)	10180	Vernon Grey Design		--	Uncleared	-\$2,335.00
Bank of E/O - Checking	371	06/27/2023	Bill Payment (Check)	10180	Vernon Grey Design		--	--	-\$2,335.00

ACCOUNT NAME	TRANSACTION ID	TRANSACTION DATE	TRANSACTION TYPE	TRANSACTION NUMBER	NAME	DESCRIPTION	CLEARED	AMOUNT LINE
372								
Bank of E/O - Checking	372	06/27/2023	Bill Payment (Check)	10181	H2Oregon		-- Uncleared	-\$47.90
Bank of E/O - Checking	372	06/27/2023	Bill Payment (Check)	10181	H2Oregon		-- --	-\$47.90
4876								
Bank of E/O - Checking	4876	06/27/2023	Check	--	Oregon Department of Revenue	00504296-4	Uncleared	-\$12.08
Bank of E/O - Checking	4876	06/27/2023	Check	--	Oregon Department of Revenue	OR - Statewide Transit Tax Emp.	Uncleared	-\$12.08
4878								
Bank of E/O - Checking	4878	06/27/2023	Check	--	Oregon Department of Revenue	0504296-4	Uncleared	-\$1,068.00
Bank of E/O - Checking	4878	06/27/2023	Check	--	Oregon Department of Revenue	OR - Withholding	Uncleared	-\$1,068.00
4879								
Bank of E/O - Checking	4879	06/27/2023	Check	--	United States Treasury	93-0799080	Uncleared	-\$3,453.06
Bank of E/O - Checking	4879	06/27/2023	Check	--	United States Treasury	Federal Withholding	Uncleared	-\$1,080.00
Bank of E/O - Checking	4879	06/27/2023	Check	--	United States Treasury	Social Security - Port	Uncleared	-\$961.64
Bank of E/O - Checking	4879	06/27/2023	Check	--	United States Treasury	Social Security - Employee	Uncleared	-\$961.64
Bank of E/O - Checking	4879	06/27/2023	Check	--	United States Treasury	Medicare - Port	Uncleared	-\$224.89
Bank of E/O - Checking	4879	06/27/2023	Check	--	United States Treasury	Medicare - Employee	Uncleared	-\$224.89
Bank of E/O - Checking	4879	06/27/2023	Check	--	United States Treasury	Medicare Employee Addl Tax	Uncleared	\$0.00
LGIP Investment A/C								
13423								
LGIP Investment A/C	13423	06/29/2023	Bill Payment (Check)	1	Mid-Columbia Title Company		-- Uncleared	-\$796,036.24
LGIP Investment A/C	13423	06/29/2023	Bill Payment (Check)	1	Mid-Columbia Title Company		-- --	-\$796,036.24

PORT OF ARLINGTON

Bills and Applied Payments

June 2023

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Arlington Hardware				
06/27/2023	Bill Payment (Check)		10163	-419.00
06/15/2023	Bill			419.00
Arlington T.V. Coop				
06/27/2023	Bill Payment (Check)		10164	-306.50
06/15/2023	Bill			306.50
Bank of Eastern Oregon-Visa				
06/27/2023	Bill Payment (Check)		10165	-1,563.37
06/15/2023	Bill			1,563.37
City of Arlington-Utilities				
06/27/2023	Bill Payment (Check)		10166	-1,525.41
06/15/2023	Bill			1,525.41
Ed Staub & Sons				
06/27/2023	Bill Payment (Check)		10179	-4,146.65
06/27/2023	Bill			4,146.65
Fair Winds consulting, LLC				
06/27/2023	Bill Payment (Check)		10167	-6,000.00
06/15/2023	Bill			6,000.00
Gilliam County Tax Collector				
06/27/2023	Bill Payment (Check)		10168	-1,012.00
06/15/2023	Bill	Loan Payment		1,012.00
Gorge Networks				
06/27/2023	Bill Payment (Check)		10169	-122.45
06/15/2023	Bill			122.45
H2Oregon				
06/27/2023	Bill Payment (Check)		10181	-47.90
06/27/2023	Bill			47.90
Hughes Network System, LLC				
06/27/2023	Bill Payment (Check)		10171	-189.96
06/15/2023	Bill			189.96
Loop Net				
06/27/2023	Bill Payment (Check)		10172	-79.00

PORT OF ARLINGTON

Bills and Applied Payments

June 2023

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
06/15/2023	Bill			79.00
Mid-Columbia Title Company				
06/29/2023	Bill Payment (Check)		1	-796,036.24
06/12/2023	Bill			796,036.24
Saif Corp.				
06/27/2023	Bill Payment (Check)		10173	-3,563.65
06/15/2023	Bill	Proposal: 100058371		3,563.65
SDIS				
06/27/2023	Bill Payment (Check)		10174	-7,421.64
06/15/2023	Bill	03-0016161		7,421.64
The McGregor Company				
06/27/2023	Bill Payment (Check)		10175	-72.50
06/15/2023	Bill			72.50
Times-Journal				
06/27/2023	Bill Payment (Check)		10176	-66.00
06/15/2023	Bill			66.00
VanKoten & Cleaveland LLC				
06/27/2023	Bill Payment (Check)		10177	-420.00
06/15/2023	Bill			420.00
Vanport				
06/27/2023	Bill Payment (Check)		10178	-1,195.00
06/15/2023	Bill	invoice# 13368062322		1,195.00
Vernon Grey Design				
06/27/2023	Bill Payment (Check)		10180	-2,335.00
06/27/2023	Bill			2,335.00

PORT OF ARLINGTON

Bills and Applied Payments

June 2023

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT	SPLIT
Arlington Hardware					
06/27/2023	Bill Payment (Check)		10163	-419.00	1001 Bank of E/O - Checking
06/15/2023	Bill			419.00	-Split-
Arlington T.V. Coop					
06/27/2023	Bill Payment (Check)		10164	-306.50	1001 Bank of E/O - Checking
06/15/2023	Bill			306.50	-Split-
Bank of Eastern Oregon-Visa					
06/27/2023	Bill Payment (Check)		10165	-1,563.37	1001 Bank of E/O - Checking
06/15/2023	Bill			1,563.37	-Split-
City of Arlington-Utilities					
06/27/2023	Bill Payment (Check)		10166	-1,525.41	1001 Bank of E/O - Checking
06/15/2023	Bill			1,525.41	-Split-
Ed Staub & Sons					
06/27/2023	Bill Payment (Check)		10179	-4,146.65	1001 Bank of E/O - Checking
06/27/2023	Bill			4,146.65	6727-1 GENERAL FUND EXPENSES:MARINA:Materials & Services:Marina Fuel:Marina Gas
Fair Winds consulting, LLC					
06/27/2023	Bill Payment (Check)		10167	-6,000.00	1001 Bank of E/O - Checking
06/15/2023	Bill			6,000.00	8424-3 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Consultant
Gilliam County Tax Collector					
06/27/2023	Bill Payment (Check)		10168	-1,012.00	1001 Bank of E/O - Checking
06/15/2023	Bill	Loan Payment		1,012.00	-Split-
Gorge Networks					
06/27/2023	Bill Payment (Check)		10169	-122.45	1001 Bank of E/O - Checking
06/15/2023	Bill			122.45	6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.
H2Oregon					
06/27/2023	Bill Payment (Check)		10181	-47.90	1001 Bank of E/O - Checking
06/27/2023	Bill			47.90	6122 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Meetings and Elections
Hughes Network System, LLC					
06/27/2023	Bill Payment		10171	-189.96	1001 Bank of E/O - Checking

PORT OF ARLINGTON

Bills and Applied Payments

June 2023

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT	SPLIT
06/15/2023	Bill (Check)			189.96	6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.
Loop Net					
06/27/2023	Bill Payment (Check)		10172	-79.00	1001 Bank of E/O - Checking
06/15/2023	Bill			79.00	8426 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Advertising & Marketing
Mid-Columbia Title Company					
06/29/2023	Bill Payment (Check)		1	-	1003 LGIP Investment A/C
06/12/2023	Bill			796,036.24	8431 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Land Improvements/Development
Saif Corp.					
06/27/2023	Bill Payment (Check)		10173	-3,563.65	1001 Bank of E/O - Checking
06/15/2023	Bill	Proposal: 100058371		3,563.65	6013 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Personal Services - AD:Workmens Compensation
SDIS					
06/27/2023	Bill Payment (Check)		10174	-7,421.64	1001 Bank of E/O - Checking
06/15/2023	Bill	03-0016161		7,421.64	-Split-
The McGregor Company					
06/27/2023	Bill Payment (Check)		10175	-72.50	1001 Bank of E/O - Checking
06/15/2023	Bill			72.50	6625 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Pest Control / Chem & Fert.
Times-Journal					
06/27/2023	Bill Payment (Check)		10176	-66.00	1001 Bank of E/O - Checking
06/15/2023	Bill			66.00	6116 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Audit, Budget, Legal Notices
VanKoten & Cleaveland LLC					
06/27/2023	Bill Payment (Check)		10177	-420.00	1001 Bank of E/O - Checking
06/15/2023	Bill			420.00	-Split-
Vanport					
06/27/2023	Bill Payment (Check)		10178	-1,195.00	1001 Bank of E/O - Checking
06/15/2023	Bill	invoice# 13368062322		1,195.00	-Split-
Vernon Grey Design					

PORT OF ARLINGTON

Bills and Applied Payments

June 2023

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT	SPLIT
06/27/2023	Bill Payment (Check)		10180	-2,335.00	1001 Bank of E/O - Checking
06/27/2023	Bill			2,335.00	8435 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Building Projects/Tenant Improv



DIRECTOR REPORT

July 7, 2023

Key Points are noted, consistent with the Agenda:

3. Appointment to Fill Board Vacancy

The Port followed the election process and provided proper explanation and notice (attached).

Recommended Motion:

Move to appoint Kip Krebs to fill board vacancy.

4. Supplemental Budget Hearing 2022-2023, Resolution 2023-160

The Draft Supplemental Budget was presented previously, to transfer Willow Creek funds to the Proctor purchase. A Notice was published for a Public Hearing, and by corresponding Resolution.

Recommended Motion:

Move to approve Resolution 2023-160, Supplemental Budget 2022-2023.

6. Annual Designations & Appointments

Please note that 6F involves an annual election of Port Officers, to be determined by the Board. We appreciate good teamwork and leadership that we have developed together.

7A. Maintenance Equipment

The Port has additional land to manage at the Arlington Mesa (Insitu & Hangar) and at Proctors. We obtained info from RDO for government programs, plus Sourcewell purchasing discounts. The attached Purchase Order Quote appears to be fair and is within adopted budget parameters.

Recommended Motion:

Move to approve Purchase Order with RDO Equipment for John Deere X380 Tractor Mower.

7B. Grants – Willow Creek Technical Assistance Planning Grant, \$50,000 Award

Business Oregon recently notified by letter of the Award (attached), with contract terms to follow.

7C. Strategic Business Plan – Final Draft pending Business Oregon Review

Cori Mikkalo finished the Final Draft of the Strategic Business Plan and sent to Business Oregon. We truly appreciate her fantastic work, together with Brittany Dark. Upon Business Oregon review, for eventual adoption and implementation.

7D. Properties & Projects Update

Proctor – Closing Deed completed on June 23. Plat survey forthcoming by Anderson-Perry.

Condon Grade School – Deed transfer by City of Condon to Environmental Sentry Corp Apr 26.

Gilliam County Grant extension approved July 5. Brownfield application pending.

Sheriff Building – Design Plans by Vernon Grey on July 6. Review construction funding options.

Marina Walkway Paving – Anticipating construction bid soon.

Notice of Port Commission Vacancy

Results from the May 16, 2023 election for Port of Arlington, Zone 4 were finalized on June 14, 2023. No candidates applied during the filing period. Write-in votes were received, one each for nine individuals. The tie-breaker draw was conducted by established procedures. One write-in candidate attended and won the draw, but does not live within Zone 4, so the position becomes vacant by the election process, and in turn, is now to be filled by appointment of the Port Board. In 2022, the vacant position was similarly filled by appointment, upon seeking letters of interest. Kip Krebs has been actively serving in the appointed position and desires to continue.

Interested persons who wish to be considered for appointment to fill this vacancy should submit a letter of interest to the Port of Arlington, P.O. Box 279, Arlington, OR 97812 or deliver it to the Port of Arlington office at 100 Island Park Way, no later than Friday, July 7, 2023 at 5:00 p.m. An appointment to fill the vacancy is anticipated at an upcoming Port meeting on July 13, 2023. The appointed person will fill the vacancy for a 2-year term, extending until June 30, 2025.

Call for Port of Arlington Budget Committee Members

Two Budget Committee Members have successfully completed their appointed terms of service. Interested persons who desire to be considered for appointment to serve on the Port Budget Committee for 2024 are invited to submit a letter of interest to the Port of Arlington, P.O. Box 279, Arlington, OR 97812. Upon review, appointments are anticipated by January 2024.

Published: 6/29/2023

Dear Port of Arlington Commissioners & Staff,

My name is Kip Krebs and I live in the Northeast Corner of Gilliam County along Highway 74. I'm 33 years old, 8 years married and father of 2 young boys. I have grown up in this area, graduating from Ione in 2008 and from Oregon State University in 2012 with a bachelor's degree in Agriculture Sciences with a minor in both Animal and Crop Science. I currently help manage my parents ranch which is based in the Northeast Corner of Gilliam County along Highway 74. We grow hay and raise sheep and cattle. I'm also the President for the Oregon Sheep Growers Association which is the oldest Livestock Association in the state of Oregon.

I'm interested in filling the vacant Commissioner position for the Port of Arlington. I have been interested in becoming a Port Commissioner ever since I filled the vacancy the last time in March of 2022. I have helped the Port of Arlington prior to 2022 with the Willow Creek Irrigation Feasibility Study and the Port sponsored, and very successful, 3 on 3 Basketball Tournament held every July. I have enjoyed my time being a Port Commissioner since filling the last vacancy and I look forward to working with the current Commissioners and Staff on current and future projects that the Port of Arlington plans. I'm very passionate about the area and will always want the best for the Port, County and the people who reside here.

I hope you consider my request to fill your vacant Commissioner position.

Sincerely,

Kip H. Krebs

He/His/Him

• For supplemental budgets proposing any change in a fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for Port of Arlington, Gilliam, State
(Agency name) (County)

of Oregon, for the current fiscal year, will be held at Port Office, 100 Port Island Rd., Arlington. The hearing will take place
(Location)

on July 7, 2023 at 4:00 a.m. p.m. The purpose of the hearing is to discuss the supplemental budget with interested
(Date) persons.

A copy of the supplemental budget document may be inspected or obtained on or after _____ at
_____, between the hours of _____ a.m. (Date) a.m.
(Location) p.m. and p.m.

SUMMARY OF PROPOSED BUDGET CHANGES
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General Fund

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Willow Creek Capital Outlay	\$ 547,900	1. Transfers	\$ 547,900
2.		2.	
3.		3.	
Revised Total Fund Resources	\$ 1,653,346	Revised Total Fund Requirements	\$ 1,653,346

Explanation of change(s):

The Port of Arlington is transferring \$547,900 from the General Fund Willow Creek Capital Outlay Expenditures (Development account) to the General Fund Transfers Expenditures to (Economic Development account). No additional resources were received, making no change in the total funds.

FUND: Economic Development Fund

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Transfers	\$ 547,900.00	1. Capital Outlay	\$ 547,900.00
2.		2.	
3.		3.	
Revised Total Fund Resources	\$ 1,489,604.00	Revised Total Fund Requirements	\$ 1,489,604.00

Explanation of change(s):

The Economic Development Fund (Transfer from General Fund account) received a transfer of \$547,900 from the General Fund. The Funds increased is the Capital Outlay Expenditure (Development account). The Port is purchasing a property with these funds.

PORT OF ARLINGTON, OREGON

RESOLUTION NO. 2023-160

**A RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET
2022-2023.**

WHEREAS, the Port of Arlington developed Supplemental Budget 2022-2023 details, published the notice of hearing, and conducted all appropriate and applicable review;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Port of Arlington hereby adopts the Supplemental Budget 2022-2023 as per the attached Supplemental Budget form.

ADOPTED by the Board of Commissioners for the Port of Arlington on this _____ day of _____.

President

ATTEST:

Secretary-Treasurer



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

RDO Agriculture Equipment Co
78200 Highway 207
Hermiston, OR 97838
US

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

RDO Agriculture Equipment Co
78200 Highway 207
Hermiston, OR 97838
541-567-8327
ksloan@rdoequipment.com

Quote Summary

Prepared For:

PORT OF ARLINGTON
100 PORT ISLAND RD
ARLINGTON, OR 97812
Business: 541-705-2004
kayla.rayburn@portofarlington.com

Delivering Dealer:

RDO Agriculture Equipment Co
Ken Sloan
78200 Highway 207
Hermiston, OR 97838
Phone:509-212-3012
ksloan@rdoequipment.com

Budgetary quote if become Sourcewell members.

Quote ID: 29024557
Created On: 12 June 2023
Last Modified On: 12 June 2023
Expiration Date: 12 July 2023

Equipment Summary

	Selling Price	Qty	Extended
JOHN DEERE X380 Select Series™	\$ 4,890.18 X	1 =	\$ 4,890.18

Tractor with 54-in. Accel Deep™
Mower Deck

Contract: Sourcewell Turf 031121-DAC (PG BT CG 23)

Price Effective Date: June 11, 2023

Equipment Total

\$ 4,890.18

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 4,890.18
Trade In	
SubTotal	\$ 4,890.18
Contract allowed delivery fee	\$ 100.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 4,990.18
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 4,990.18

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 29024557 Customer Name: PORT OF ARLINGTON

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
RDO Agriculture Equipment Co
78200 Highway 207
Hermiston, OR 97838
US

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
RDO Agriculture Equipment Co
78200 Highway 207
Hermiston, OR 97838
541-567-8327
ksloan@rdoequipment.com

JOHN DEERE X380 Select Series™ Tractor with 54-in. Accel Deep™ Mower							
Hours:							
Stock Number:							
Contract: Sourcewell Turf 031121-DAC (PG BT CG 23)							Selling Price *
Price Effective Date: June 11, 2023							\$ 4,890.18
* Price per item - includes Fees and Non-contract items							
Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
521CM	X380 Select Series™ Tractor with 54-in. Accel Deep™ Mower Deck	1	\$ 5,799.00	18.00	\$ 1,043.82	\$ 4,755.18	\$ 4,755.18
Standard Options - Per Unit							
001A	United States and Canada	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Dealer Attachments/Non-Contract/Open Market							
Open Market	Shop	1	\$ 135.00	0.00	\$ 0.00	\$ 135.00	\$ 135.00
Dealer Attachments Total			\$ 135.00		\$ 0.00	\$ 135.00	\$ 135.00
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Additional Discounts							
Additional Discount Total					\$ 0.00	\$ -0.00	\$ -0.00
Total Selling Price			\$ 5,934.00		\$ 1,043.82	\$ 4,890.18	\$ 4,890.18

BUMPER-TO-BUMPER
4-YEAR / 300-HOUR
WARRANTY

659 #
59.4" x 72" long
w/ 54" mower

www.JohnDeere.ca/TUWarranty
~~with~~ side discharge ~~bag~~
23 hp
3.3 gal gas tank
15x6.5-8
22x11-10



June 17, 2023

Jed Crowther, Executive Director
Port of Arlington
100 Port Island Road,
Arlington, OR 97812

RE: Award for Industrial Lands Technical Assistance Grant, \$50,000, Strategic Reserve Fund, 21-23-715J, Port of Arlington, June 8, 2023

Congratulations on your successful application for the above-referenced project. Business Oregon is pleased to notify you that the agency has approved an award of \$50,000 from the SRF Industrial Lands Technical Assistance Program in the form of a grant to support this project.

A financing contract containing the full terms and conditions of your award will be sent to you for proper signatures. While expenses incurred later than 6/8/23 will be considered eligible for reimbursement, please note that the legal obligations for funding and for reimbursement of project expenses are contingent upon execution of the contract.

The project must comply with all applicable state laws, regulations, and procurement requirements and funds must be used in line with contractual terms.

We look forward to working with you during the implementation of this project. As always, we are available to answer questions that may arise. If you need assistance, please contact me at 503-983-8857 or by email at Melissa.MURPHY@biz.oregon.gov.

Sincerely,

Melissa Murphy

Melissa Murphy, Industrial Lands Specialist
Business Oregon

The Woolery

Support Letter

June 27, 2023

The Woolery recently hosted an informative open house to outline its background and progress. Most importantly, Woolery proponents shared the vision to serve as a new regional event center, combined with the core emphasis to preserve local history and enhance community participation.

The Port of Arlington has demonstrated consistent and continuing support for the Woolery Project. Since 2015, the Port has contributed over \$3500 to the Woolery for advertising and development. The Port helped to draft an initial work plan framework with a wide range of tasks to be performed.

In 2016, the Woolery hosted Octoberfest, an annual event which began at the Port's brand-new Flex Building on the Arlington Mesa. The planned Woolery site is located nearby with magnificent Columbia River views, and a beautiful panoramic overlook of City of Arlington and Gilliam County.

The Woolery will add enhanced value and create synergy for other businesses to grow and thrive. Current progress is underway towards expanded industrial development on the Arlington Mesa. Growth happens by the desire for cooperation and collaboration to benefit the entire community.

Partnerships are a key to successful development. The Woolery has taken the foundational steps to acquire property through City of Arlington support, and to develop site plans by Anderson-Perry. This pattern has occurred incrementally, and in turn, it will continue to build positive momentum.

Engineering plans are now being developed that would best position the project for future funding. Thus, the conceptual structure is ready to move forward effectively and achieve a worthwhile goal. By steady commitment, this proven approach will eventually transform the vision into a reality.

The Woolery Project aligns with key Port of Arlington Goals:

- To promote business, tourism, and recreation opportunities within the district.
- To effectively market assets and services to maximize community economic development.
- To contribute to economic development through growing tourism activities, supporting local businesses and pursuing economic development opportunities in collaboration.
- To manage Port assets and support community initiatives that promote job growth, community development and recreational opportunities that enhance quality of life.

In conclusion, the most highly successful projects move from a Goal → to a Plan → and to Action. The Woolery has shown determination to endure and persist, despite obstacles and challenges. For these reasons, I appreciate continued support and understanding to facilitate further progress.

Thank you,



JED CROWTHER
Executive Director



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