



Budget Workshop Agenda

Tuesday, March 12, 2019

4:00 pm

Meeting Location:

Port of Arlington -100 Port Island Rd.

Arlington, OR 97812

1. Big Picture Spreadsheet Discussion
2. Port Project Discussion
 - 2.1 Island Park Bathroom Project
 - 2.2 Irrigation Project
 - 2.3 Capital Projects
3. Funding Request to Gilliam County Court
4. Budget Committee Meeting Date Proposed May 14 at 4 pm

Regular Commission Meeting

AGENDA

5:00 pm

Tuesday, March 12, 2019

Meeting Location:

Port of Arlington - 100 Port Island Rd.

1. Call meeting to order
2. February 12th was Cancelled Due to Weather
3. Public Comment on non-agenda items
4. Consent Agenda:
 - Approval of January 11, 2019 Commission Meeting Minutes
 - Approval of January and February 2019 Payables and Financials
5. President's Report –
6. Commissioner's Reports –
7. Economic Development –
 - 7.1 Small Business Assistance Grant quarterly report for Lori's Place
 - 7.2 Small Business Assistance Grant quarterly report for Arlington Towing and Repair
 - 7.3 Irrigation Committee Update
 - 7.4 Lessee and Tenant Improvements Updates
 - 7.5 County Batch Plant Proposal
 - 7.6 Light Speed Networks Right of Way Request
 - 7.7 Discuss 2006 Willow Creek IGA Agreement
 - 7.8 EDO Report
8. Administration-
 - 8.1 Consider Attorney of Record
 - 8.2 Consider Approval for Oster Professional Group Audit Contract FY 2018-2019
 - 8.3 Consider Approval for Budget Calendar
 - 8.4 Consider Approval for Budget Committee
 - 8.5 Government Ethics Reporting

Upcoming Meetings:

Regular Commission Meeting on Tuesday, April 9, 2019 Gilliam County Courthouse, Condon, Or.

This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting

Kelly.margheim@portofarlington.com / 541-454-2868

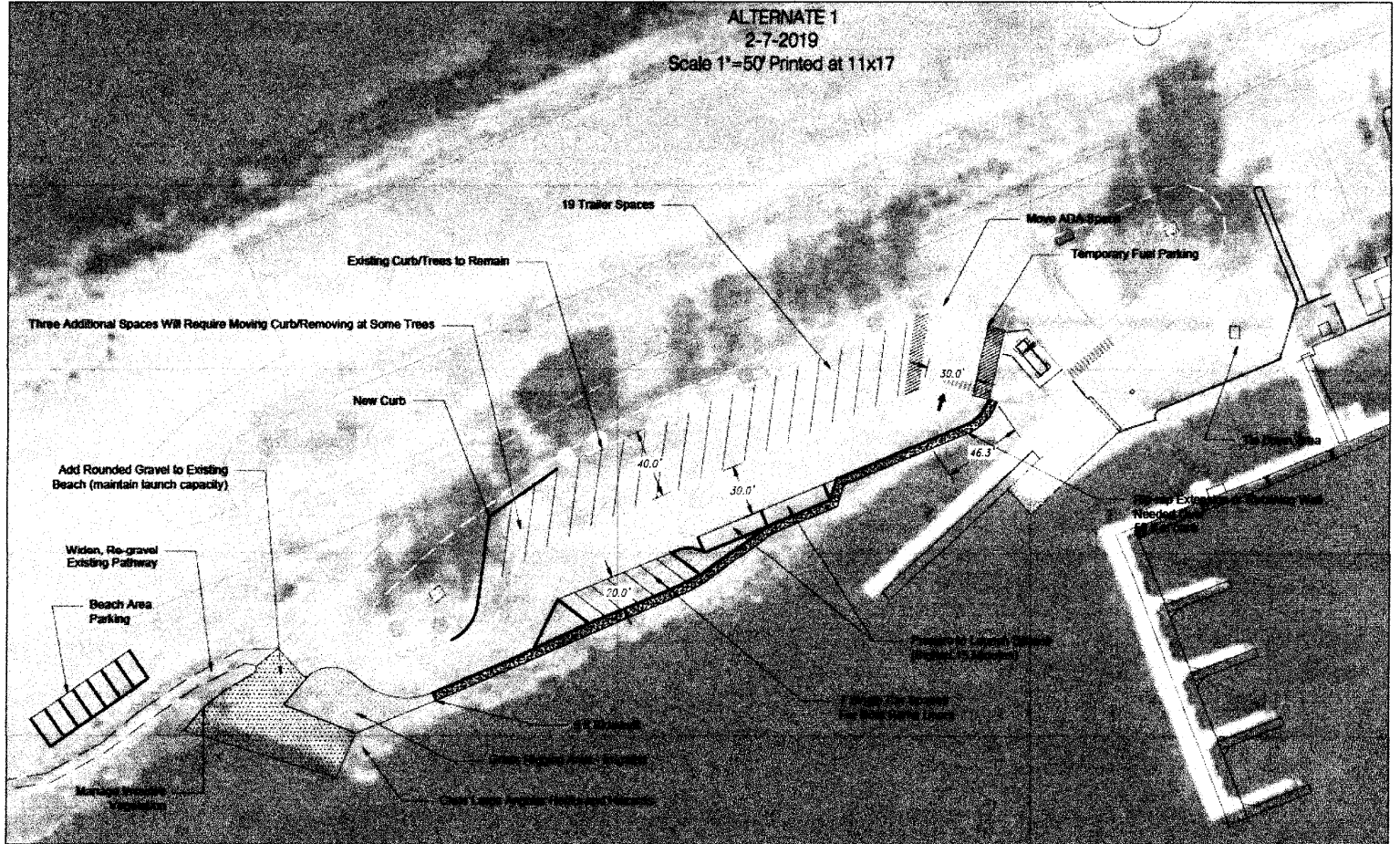
Posted: Tuesday, March 5, 2019: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington; Condon Times-Journal; Arlington City Hall; Port Office and Website.

PO Box 279, Arlington, Oregon 97812

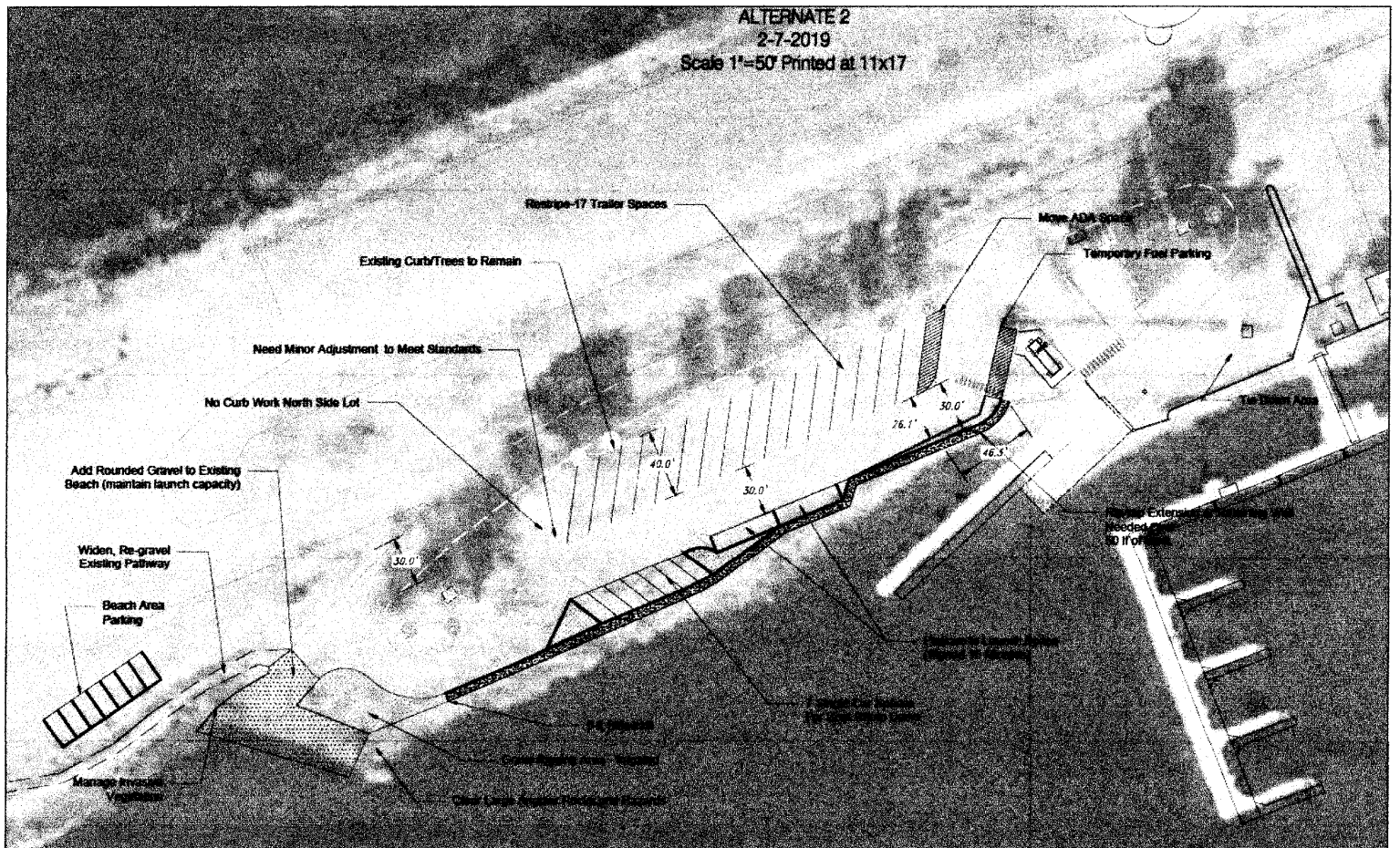
Port of Arlington
Parking Area Renovation
Opinion of Probable Cost 2-20-2019

Bid Item	Description	Quantity	Unit	Unit Cost	Total
1	Mobilization	1	LS	\$ 15,000	\$15,000.00
2	Erosion control-work isolation	1	LS	\$ 5,000	\$5,000.00
3	Bank Excavation	185	CY	\$ 20	\$3,703.70
4	Rock Boulder Wall Placement - 8 ft tall	200	CY	\$ 70	\$14,000.00
5	Concrete Sidewalk	2000	SF	\$ 15	\$30,000.00
6	Concrete Curb	1000	LF	\$ 30	\$30,000.00
7	Curb cuts and ada ramp	2	EA	\$ 2,000	\$4,000.00
8	Demo old curb and island	100	LF	\$ 50	\$5,000.00
9	Relocate irrigation utilities and connections	1	LS	\$ 7,500	\$7,500.00
10	Landscape renovation	1000	SF	\$ 5	\$5,000.00
11	ADA/Hatch striping	2	EA	\$ 750	\$1,500.00
12	Striping	1058	LF	\$ 2	\$1,587.00
13	Renovate Access Path	1	LS	\$ 7,500	\$7,500.00
14	Beach Area Parking Bumpers	9	EA	\$ 150	\$1,350.00
15	Beach Area Landscape	1700	LS	\$ 5	\$8,500.00
16	Beach Area Gravel	130	CY	\$ 60	\$7,777.78
17	Bathroom package 4-stall, 2 shower	3	EA	\$ 75,000	\$225,000.00
18	Utilities and connections	1	LS	\$ 12,000	\$12,000.00
19	Pave parking addition	1	LS	\$ 2,500	\$2,500.00
20	Beach Area Signage	1	LS	\$ 1,500	\$1,500.00
21	Contingency (15%)				\$58,282.77
Total Bid					\$446,681.25

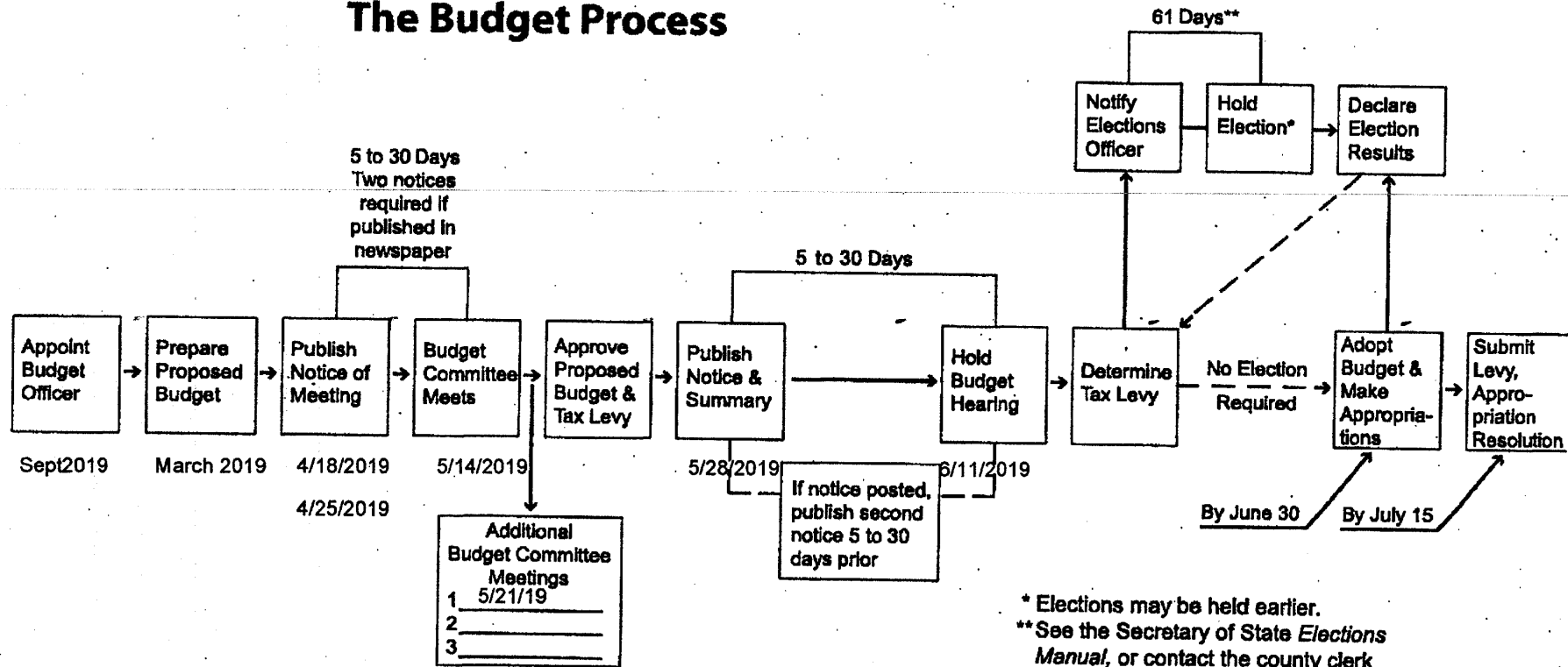
ALTERNATE 1
2-7-2019
Scale 1"=50' Printed at 11x17



ALTERNATE 2
2-7-2019
Scale 1"=50' Printed at 11x17



The Budget Process



* Elections may be held earlier.
** See the Secretary of State *Elections Manual*, or contact the county clerk for actual dates of filing.

PORT OF ARLINGTON BUDGET WORKSHOP 2019-20
"THE BIG PICTURE"

FY 2018-19 Resources All Funds

Funds currently in Bank Accounts:

BEO Checking	\$ 329,010
LGIP	\$ 1,248,472
Reserve Fund	\$ 52,476
BEO Muni Money Market	<u>\$ 161,767</u>
Total:	\$ 1,791,725

Funds Projected to be Received March through June

RV Park	\$ 9,000
Current Taxes	\$ 0
Fuel	\$ 1,000
Insitu Lease	\$ 30,400
Hangar Building	\$ 5,100
Interest	\$ 11,000
Willow Creek Lease	\$ 0
Marina	\$ 700
Willow Creek Rock Sales	<u>\$ 2,000</u>
Total:	\$ 59,200

Grand Total FY 2018-19 Resources All Funds **\$1,850,925**

FY 2018-2019 Expense Projection Mar through June

Admin. Dept.-Personnel, Benefits, Materials & Services	\$ 58,000
Island Park- Personnel, Benefits, Materials & Services, Capital	\$ 9,000
Marina- Personnel, Benefits, Materials & Services, Capital	\$ 4,000
RV-- Personnel, Benefits, Materials & Services, Capital	\$ 6,500
Economic Development Personnel and Benefits	\$ 50,000
Economic Development Materials & Services, Capital Outlay	\$ 250,000
Debt Service Insitu Loan	<u>\$ 4,048</u>
Grand Total FY 2017-18 Expenses Apr through Jun All Funds	\$ 381,548

Funds for Carryover to FY 2019-20 (Includes Willow Creek funds) \$ 1,469,377

(General Fund \$437,387; Willow Creek \$800,000; Econ Develop \$180,340; Reserve Fund \$51,650)

Projected Non-Rental Resources/Revenue FY 2019-20

Carryover from FY 2018-19	\$ 1,469,377
Gilliam County Economic Development Grant	\$ 250,000
Maps Grant	\$ 7,000
Property Taxes	\$ 100,000
SIP Funds	\$ 25,000
Fuel Sales	\$ 10,000

Total Non-Rental Resources **\$ 1,861,377**

Projected FY 2019-20 Rental Revenue:

MCP	\$ 108,407
Hangar Building	\$?
Flex Building	\$ 48,000
Insitu	\$ 91,200
RV Park	\$ 40,000
Moorage	\$ 5,000
Willow Creek Rock	\$ 10,000
Willow Creek Lease	\$ 10,000
TOTAL PROJECTED RENTAL INCOME	\$ 312,607

TOTAL PROJECTED RESOURCES/REVENUE FY 2019-20 **\$ 2,173,984**

LESS "KEEP THE DOORS OPEN EXPENSES" **\$ -546,244**
(See Breakdown last page)

NET PROJECTED RESOURCES 2019-2020 **\$ 1,627,740**

FUNDS RESERVED:

Reserve Fund	\$ - 61,960
Willow Creek	\$ - 800,000
Condon Water Project	\$ -17,000
Island Park Monitoring	\$ -10,000
Econ. Develop. Advertising & Marketing	\$ -35,000
Total Committed Funds	\$ - 923,960

NET FUNDS AVAILABLE **\$ 703,780**

Projected Projects FY 2019-2020:**Contingent upon Gilliam County \$250,000 ED Grant)**

Small Business Assistance Program	\$ 40,000
Island Park Bathroom Project	\$ 200,000
Irrigation Project	\$ 100,000
RV Park Sewer Lift Station Electrical Upgrade	\$ 5,000
Total New Projects:	\$ 345,000
Uncommitted Balance	\$ 358,780

"Keep the Door Open" Breakdown:	Annual Expenses
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Personnel Expenses:

Admin.	\$ 80,000
Island Park	\$ 13,500
Marina	\$ 4,000
RV Park	\$ 3,000
Econ. Develop. (Peter and Admin Asst)	<u>\$ 120,000</u>
Total Personnel All Funds	\$ 220,500

Materials & Services:

Admin.	\$ 45,000
Contingency (General and Econ. Develop funds)	\$ 60,000
Island Park (Includes Monitoring)	\$ 20,000
Marina (Includes fuel purchases)	\$ 22,000
RV Park	\$ 25,000
Econ. Develop.	<u>\$ 120,000</u>
Total Materials and Services All Funds	\$ 292,000

Debt Service

City of Arlington Insitu Property	\$ 21,600
Gilliam County Insitu Loan	<u>\$ 12,144</u>
Total Debt Service	\$ 33,744

Grand Total "Keep the Doors Open" Expenses	\$ 546,244
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**Port of Arlington
Regular Monthly Commission Meeting
Tuesday, March 12, 2019**

FEBRUARY 2019 PAYABLES

Resources:

Deposits and Credits through 02/28/2019 (see attached detail)

Total Deposits and Credits– All Accounts \$15,218.59

Expenses:

Checks Written: 8959 through 8975

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

Total Expenses and Transfers– All Accounts (\$36,321.85)

Bank Balance Information:

Ending Balance as of 02/28/19: Bank of Eastern Oregon Checking: \$ 309,401.42
Bank of E. Oregon Reserve Fund: \$ 52,476.37
Bank of E. Oregon Muni Market Fund: \$ 161,767.14
LGIP: (12/31/18) \$1,248,472.95

Commission President Ron Wilson

Vice President Dewey Kennedy

PORT OF ARLINGTON
Check Detail
February 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		02/04/2019	QuickBooks Payrol...		1001 · Bank of E/O ...		-1.75
					6560 · Payroll Expe...	-1.75	1.75
TOTAL						-1.75	1.75
Liability Check		02/27/2019	QuickBooks Payrol...		1001 · Bank of E/O ...		-8,192.40
					6560 · Payroll Expe...	-3.50	3.50
			QuickBooks Payroll ...		2111 · Direct Deposi...	-8,188.90	8,188.90
TOTAL						-8,192.40	8,192.40
Check	DD	02/05/2019	Peter Mitchell		1001 · Bank of E/O ...		-196.60
					8421 · Travel/Food/...	-85.60	85.60
					8427 · Telephone & ...	-111.00	111.00
TOTAL						-196.60	196.60
Liability Check	EFT	02/01/2019	United States Trea...		1001 · Bank of E/O ...		-2,518.56
					2100 · Payroll Liabili...	-813.00	813.00
					2100 · Payroll Liabili...	-691.14	691.14
					2100 · Payroll Liabili...	-691.14	691.14
					2100 · Payroll Liabili...	-161.64	161.64
					2100 · Payroll Liabili...	-161.64	161.64
TOTAL						-2,518.56	2,518.56
Check	EFT	02/01/2019	Bank of Eastern Or...		1001 · Bank of E/O ...		-17.50
					6115 · Dues, Subscr...	-17.50	17.50
TOTAL						-17.50	17.50
Check	EFT	02/01/2019	Heartland Payment...		1001 · Bank of E/O ...		-97.79
					6115-1 · Credit Card...	-97.79	97.79
TOTAL						-97.79	97.79

\$36,321.85

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02/26/19

PORT OF ARLINGTON
Check Detail
February 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	02/08/2019	Pacific Power		1001 · Bank of E/O ...		-2,249.18
				6111 · Utilities		-362.88	362.88
				6323 · Electricity - R...		-1,341.31	1,341.31
				6721 · Marina Electri...		-252.77	252.77
				6624 · Park Electricity		-153.63	153.63
				6721 · Marina Electri...		-12.05	12.05
				8425 · Utilities		-126.54	126.54
TOTAL						-2,249.18	2,249.18
Paycheck	DD1132	02/28/2019	Margheim, Kelly L		1001 · Bank of E/O ...		0.00
				6560 · Payroll Expe...		-2,805.00	2,805.00
				6560 · Payroll Expe...		-160.00	160.00
				6560 · Payroll Expe...		-160.00	160.00
				6560 · Payroll Expe...		-1,414.94	1,414.94
				2100 · Payroll Liabili...		1,414.94	-1,414.94
				6560 · Payroll Expe...		-115.54	115.54
				2100 · Payroll Liabili...		115.54	-115.54
				6560 · Payroll Expe...		-375.00	375.00
				2100 · Payroll Liabili...		375.00	-375.00
				6560 · Payroll Expe...		-4.15	4.15
				2100 · Payroll Liabili...		4.15	-4.15
				2100 · Payroll Liabili...		3.13	-3.13
				2100 · Payroll Liabili...		144.00	-144.00
				6560 · Payroll Expe...		-193.75	193.75
				2100 · Payroll Liabili...		193.75	-193.75
				2100 · Payroll Liabili...		193.75	-193.75
				6560 · Payroll Expe...		-45.31	45.31
				2100 · Payroll Liabili...		45.31	-45.31
				2100 · Payroll Liabili...		45.31	-45.31
				2100 · Payroll Liabili...		176.00	-176.00
				2111 · Direct Deposi...		400.00	-400.00
				2111 · Direct Deposi...		2,162.81	-2,162.81
TOTAL						0.00	0.00

PORT OF ARLINGTON
Check Detail
February 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	DD1133	02/28/2019	Mitchell, Peter D		1001 · Bank of E/O ...		0.00
				6560 · Payroll Expe...		-7,258.63	7,258.63
				6560 · Payroll Expe...		-871.04	871.04
				2100 · Payroll Liabili...		871.04	-871.04
				6560 · Payroll Expe...		-1,414.94	1,414.94
				2100 · Payroll Liabili...		1,414.94	-1,414.94
				6560 · Payroll Expe...		-115.54	115.54
				2100 · Payroll Liabili...		115.54	-115.54
				6560 · Payroll Expe...		-4.48	4.48
				2100 · Payroll Liabili...		4.48	-4.48
				2100 · Payroll Liabili...		7.26	-7.26
				2100 · Payroll Liabili...		595.00	-595.00
				6560 · Payroll Expe...		-450.03	450.03
				2100 · Payroll Liabili...		450.03	-450.03
				2100 · Payroll Liabili...		450.03	-450.03
				6560 · Payroll Expe...		-105.25	105.25
				2100 · Payroll Liabili...		105.25	-105.25
				2100 · Payroll Liabili...		105.25	-105.25
				2100 · Payroll Liabili...		475.00	-475.00
				2111 · Direct Deposi...		5,626.09	-5,626.09
TOTAL						0.00	0.00
Liability Check	8959	02/01/2019	Fidelity Brokerage ...		1001 · Bank of E/O ...		-1,323.44
				2100 · Payroll Liabili...		-1,323.44	1,323.44
TOTAL						-1,323.44	1,323.44
Liability Check	8960	02/01/2019	Oregon Departmen...		1001 · Bank of E/O ...		-702.00
				2100 · Payroll Liabili...		-702.00	702.00
TOTAL						-702.00	702.00
Check	8961	02/01/2019	Arlington Ace Hard...		1001 · Bank of E/O ...		-20.15
				6112 · Office Suppli...		-20.15	20.15
TOTAL						-20.15	20.15

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02/26/19

PORT OF ARLINGTON
Check Detail
February 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8962	02/01/2019	The Drive-In		1001 · Bank of E/O ...		-72.50
					6127 · Commissione...	-72.50	72.50
TOTAL						-72.50	72.50
Check	8963	02/01/2019	SDIS		1001 · Bank of E/O ...		-3,703.90
					2100 · Payroll Liabili...	-2,016.28	2,016.28
					2100 · Payroll Liabili...	-1,414.94	1,414.94
					2100 · Payroll Liabili...	-157.14	157.14
					2100 · Payroll Liabili...	-115.54	115.54
TOTAL						-3,703.90	3,703.90
Check	8964	02/01/2019	AmeriTitle		1001 · Bank of E/O ...		-300.00
					8432 · Engineering ...	-300.00	300.00
TOTAL						-300.00	300.00
Check	8965	02/01/2019	The City of Arlington		1001 · Bank of E/O ...		-1,800.00
					8430 · City of Arlingt...	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
Check	8966	02/08/2019	City of Arlington		1001 · Bank of E/O ...		-288.50
					8425 · Utilities	-288.50	288.50
TOTAL						-288.50	288.50
Check	8967	02/08/2019	Bank of Eastern Or...		1001 · Bank of E/O ...		-685.35
					6112 · Office Suppli...	-129.64	129.64
					6129 · Postage	-12.77	12.77
					8426 · Advertising &...	-542.94	542.94
TOTAL						-685.35	685.35

PORT OF ARLINGTON
Check Detail
February 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8968	02/08/2019	Bank of Eastern Or...		1001 · Bank of E/O ...		-24.00
					8421 · Travel/Food/...	-24.00	24.00
TOTAL						-24.00	24.00
Check	8969	02/08/2019	Gilliam County Tre...		1001 · Bank of E/O ...		-1,012.00
					8441 · Loan - Principal	-780.56	780.56
					8442 · Loan - Interest	-231.44	231.44
TOTAL						-1,012.00	1,012.00
Check	8970	02/08/2019	SDIS		1001 · Bank of E/O ...		-10,617.00
					6626 · Insurance	-1,279.00	1,279.00
					6723 · Insurance	-2,279.00	2,279.00
					6327 · Insurance - RV	-1,500.00	1,500.00
					8429 · Building Insur...	-5,559.00	5,559.00
TOTAL						-10,617.00	10,617.00
Check	8971	02/08/2019	Loop Net		1001 · Bank of E/O ...		-69.00
					8426 · Advertising &...	-69.00	69.00
TOTAL						-69.00	69.00
Check	8972	02/08/2019	City of Arlington		1001 · Bank of E/O ...		-945.48
					6111 · Utilities	-43.00	43.00
					8425 · Utilities	-44.00	44.00
					6622 · Sanitation	-29.00	29.00
					6321 · Water Fees - ...	-385.00	385.00
					6329 · Sewer	-340.48	340.48
					6322 · Sanitation - RV	-104.00	104.00
TOTAL						-945.48	945.48

PORT OF ARLINGTON
Check Detail
February 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8973	02/08/2019	Arlington T.V. Coop		1001 · Bank of E/O ...		-120.00
				8427 · Telephone & ...		-20.00	20.00
				6117 · Telephone an...		-80.00	80.00
				6324 · WIFI - RV		-20.00	20.00
TOTAL						-120.00	120.00
Check	8974	02/08/2019	Meadow Outdoor A...		1001 · Bank of E/O ...		-1,358.00
				8430-3 · Business S...		-1,358.00	1,358.00
TOTAL						-1,358.00	1,358.00
Paycheck	8975	02/28/2019	Winters, Russell S		1001 · Bank of E/O ...		-116.75
				6560 · Payroll Expe...		-126.56	126.56
				6560 · Payroll Expe...		-0.22	0.22
				2100 · Payroll Liabili...		0.22	-0.22
				2100 · Payroll Liabili...		0.13	-0.13
				6560 · Payroll Expe...		-7.84	7.84
				2100 · Payroll Liabili...		7.84	-7.84
				2100 · Payroll Liabili...		7.84	-7.84
				6560 · Payroll Expe...		-1.84	1.84
				2100 · Payroll Liabili...		1.84	-1.84
				2100 · Payroll Liabili...		1.84	-1.84
TOTAL						-116.75	116.75

PORT OF ARLINGTON
Deposit Detail
February 2019

Type	Num	Date	Name	Account	Amount
Deposit		02/04/2019		1001 - Bank of E/O ...	150.15
			Heartland Payment ...	4213-2 - Gasoline S...	-104.46
			Heartland Payment ...	6115-1 - Credit Card...	2.93
			Heartland Payment ...	4210 - Marina Reve...	-50.00
			Heartland Payment ...	6115-1 - Credit Card...	1.38
TOTAL					-150.15
Deposit		02/08/2019		1001 - Bank of E/O ...	1,561.58
			Heartland Payment ...	4350 - Willow Creek...	-1,000.00
			Heartland Payment ...	6115-1 - Credit Card...	22.00
			Heartland Payment ...	4213-2 - Gasoline S...	-27.82
			Heartland Payment ...	6115-1 - Credit Card...	0.74
			Heartland Payment ...	4211-4 - RV Park Dr...	-9.00
			Heartland Payment ...	6115-1 - Credit Card...	0.23
			Heartland Payment ...	4211-1 - RV Park M...	-375.00
			Heartland Payment ...	6115-1 - Credit Card...	8.50
			Heartland Payment ...	4211-2 - RV Park W...	-185.00
			Heartland Payment ...	6115-1 - Credit Card...	3.77
TOTAL					-1,561.58
Deposit		02/11/2019		1001 - Bank of E/O ...	10,306.18
			Insitu Inc.	5031 - Building Leas...	-7,600.00
			Cash Sales	4211-2 - RV Park W...	-125.00
			Cash Sales	4211-4 - RV Park Dr...	-9.00
			Cash Sales	4211-1 - RV Park M...	-375.00
			Cash Sales	4211-1 - RV Park M...	-375.00
			Cash Sales	4210 - Marina Reve...	-66.00
Payment	13265	02/11/2019	W.I. Construction, Inc.	1499 - Undeposited ...	-1,756.18
TOTAL					-10,306.18
Deposit		02/15/2019		1001 - Bank of E/O ...	213.17
			Heartland Payment ...	4213-2 - Gasoline S...	-219.75
			Heartland Payment ...	6115-1 - Credit Card...	6.58
TOTAL					-213.17

\$15218.59

PORT OF ARLINGTON
Deposit Detail
February 2019

Type	Num	Date	Name	Account	Amount
Deposit		02/15/2019		1001 · Bank of E/O ...	2,330.00
			White Lightning Elec...	5032 · Building Leas...	-1,700.00
			AmeriTitle	8432 · Engineering ...	-300.00
			Cash Sales	4211-1 · RV Park M...	-300.00
			Cash Sales	4211-3 · RV Park D...	-30.00
TOTAL					-2,330.00
Deposit		02/22/2019		1001 · Bank of E/O ...	228.15
			Heartland Payment ...	4213-2 · Gasoline S...	-172.85
			Heartland Payment ...	6115-1 · Credit Card...	2.96
			Heartland Payment ...	4213-2 · Gasoline S...	-58.59
			Heartland Payment ...	6115-1 · Credit Card...	0.33
TOTAL					-228.15
Deposit		02/27/2019		1001 · Bank of E/O ...	429.36
			Gilliam County Trea...	4010 · Taxes-Current	-309.36
			Cash Sales	4210 · Marina Reve...	-120.00
TOTAL					-429.36
Paycheck	DD1132	02/28/2019	Margheim, Kelly L	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expe...	2,805.00
				6560 · Payroll Expe...	160.00
				6560 · Payroll Expe...	160.00
				6560 · Payroll Expe...	1,414.94
				2100 · Payroll Liabili...	-1,414.94
				6560 · Payroll Expe...	115.54
				2100 · Payroll Liabili...	-115.54
				6560 · Payroll Expe...	375.00
				2100 · Payroll Liabili...	-375.00
				6560 · Payroll Expe...	4.15
				2100 · Payroll Liabili...	-4.15
				2100 · Payroll Liabili...	-3.13
				2100 · Payroll Liabili...	-144.00
				6560 · Payroll Expe...	193.75
				2100 · Payroll Liabili...	-193.75
				2100 · Payroll Liabili...	-193.75
				6560 · Payroll Expe...	45.31
				2100 · Payroll Liabili...	-45.31
				2100 · Payroll Liabili...	-45.31

PORT OF ARLINGTON
Deposit Detail
February 2019

Type	Num	Date	Name	Account	Amount
				2100 · Payroll Liabili...	-176.00
				2111 · Direct Deposi...	-400.00
				2111 · Direct Deposi...	-2,162.81
TOTAL					0.00
Paycheck	DD1133	02/28/2019	Mitchell, Peter D	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expe...	7,258.63
				6560 · Payroll Expe...	871.04
				2100 · Payroll Liabili...	-871.04
				6560 · Payroll Expe...	1,414.94
				2100 · Payroll Liabili...	-1,414.94
				6560 · Payroll Expe...	115.54
				2100 · Payroll Liabili...	-115.54
				6560 · Payroll Expe...	4.48
				2100 · Payroll Liabili...	-4.48
				2100 · Payroll Liabili...	-7.26
				2100 · Payroll Liabili...	-595.00
				6560 · Payroll Expe...	450.03
				2100 · Payroll Liabili...	-450.03
				2100 · Payroll Liabili...	-450.03
				6560 · Payroll Expe...	105.25
				2100 · Payroll Liabili...	-105.25
				2100 · Payroll Liabili...	-105.25
				2100 · Payroll Liabili...	-475.00
				2111 · Direct Deposi...	-5,626.09
TOTAL					0.00

PORT OF ARLINGTON
Profit & Loss Prev Year Comparison
July 1, 2018 through February 26, 2019

	TOTAL															
	Dec 18	Dec 17	\$ Change	% Change	Jan 19	Jan 18	\$ Change	% Change	Feb 1 - 26, 18	Feb 1 - 26, 18	\$ Change	% Change	Jul 1, '18 - Feb 26, 19	Jul 1, '17 - Feb 26, 18	\$ Change	% Change
4210 - Marina Revenue	352.00	656.00	-304.00	-46.34%	270.00	550.00	-280.00	-50.91%	116.00	662.00	-546.00	-82.48%	4,314.00	4,842.00	-528.00	-10.91%
4211 - RV Park Revenues																
4211-1 - RV Park Monthly Rent	3,000.00	2,250.00	750.00	33.33%	4,875.00	2,625.00	2,250.00	85.71%	1,425.00	2,250.00	-825.00	-36.67%	23,945.00	21,805.00	2,140.00	9.81%
4211-2 - RV Park Weekly Rent	0.00	0.00	0.00	0.0%	125.00	0.00	125.00	100.0%	310.00	125.00	185.00	148.0%	1,746.00	2,625.00	-879.00	-33.49%
4211-3 - RV Park Daily Rent	20.00	90.00	-70.00	-77.78%	60.00	30.00	30.00	100.0%	30.00	60.00	-30.00	-50.0%	4,133.00	4,540.00	-407.00	-8.97%
4211-4 - RV Park Dry Camp	0.00	0.00	0.00	0.0%	9.00	18.00	-9.00	-50.0%	18.00	9.00	9.00	100.0%	1,258.00	963.00	295.00	30.63%
4211-5 - Monthly TV	40.00	0.00	40.00	100.0%	60.00	0.00	60.00	100.0%	0.00	0.00	0.00	0.0%	180.00	0.00	180.00	100.0%
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%	0.00	-500.00	500.00	100.0%
Total 4211 - RV Park Revenues	3,060.00	2,340.00	720.00	30.77%	5,129.00	2,673.00	2,456.00	91.88%	1,783.00	2,444.00	-661.00	-27.05%	31,262.00	29,433.00	1,829.00	6.21%
4213 - Marina Fuel Revenue																
4213-2 - Gasoline Sales	336.71	184.69	152.02	82.31%	413.84	348.57	65.27	18.73%	583.47	258.03	325.44	126.13%	8,944.89	6,742.92	2,201.97	32.66%
4213-1 - Diesel Sales	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	3,990.18	641.04	3,349.14	522.45%
Total 4213 - Marina Fuel Revenue	336.71	184.69	152.02	82.31%	413.84	348.57	65.27	18.73%	583.47	258.03	325.44	126.13%	12,935.07	7,383.96	5,551.11	75.18%
4214 - Marina Power and Water Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	320.00	260.00	60.00	23.08%
4340 - Willow Creek Rock Sales	238.44	1,562.09	-1,323.65	-84.74%	1,161.43	0.00	1,161.43	100.0%	1,756.18	147.73	1,608.45	1,088.78%	14,414.07	13,400.19	1,013.88	7.57%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '18 - Jun 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	1,103,769.00	914,400.00	120.7%
4010 · Taxes-Current	103,862.29	100,000.00	103.9%
4011 · Taxes-Prior	5,691.41	500.00	1,138.3%
4020 · Interest - NOW Checking	78.58		
4021 · Interest - Best A/C	2,300.22		
4022 · Interest - LGIP A/C	18,325.30	10,000.00	183.3%
4030 · Land Rental	425.00	10,000.00	4.3%
4050 · Grain Elevator Lease Pymt	105,250.00	103,000.00	102.2%
4110 · Grants Income			
4111 · OSMB Grant	0.00	100.00	0.0%
4113 · Gilliam County Grant	0.00	100.00	0.0%
4114 · Unanticipated Grant Funds	0.00	100.00	0.0%
4115 · Safety Grant	0.00	100.00	0.0%
4116 · Grant-Island Erosion Repair	0.00	0.00	0.0%
4120 · MAPS Grant	7,000.00	7,050.00	99.3%
Total 4110 · Grants Income	7,000.00	7,450.00	94.0%
4210 · Marina Revenue	4,314.00	5,000.00	86.3%
4211 · RV Park Revenues			
4211-1 · RV Park Monthly Rent	23,945.00		
4211-2 · RV Park Weekly Rent	1,746.00		
4211-3 · RV Park Daily Rent	4,133.00		
4211-4 · RV Park Dry Camp	1,258.00		
4211-5 · Monthly TV	180.00		
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
Total 4211 · RV Park Revenues	31,262.00	40,000.00	78.2%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	8,944.89	7,000.00	127.8%
4213-1 · Diesel Sales	3,990.18	2,000.00	199.5%
Total 4213 · Marina Fuel Revenue	12,935.07	9,000.00	143.7%
4214 · Marina Power and Water Revenue	320.00	200.00	160.0%
4340 · Willow Creek Rock Sales	14,414.07	5,000.00	288.3%
4350 · Willow Creek Lease Revenue	11,000.00		
4400 · Donations/Gifts	4,000.00	100.00	4,000.0%
4500 · Miscellaneous Income	210.00	100.00	210.0%
Total GENERAL FUND RESOURCES	1,425,156.94	1,204,750.00	118.3%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	458,206.00	335,056.00	136.8%
5031 · Building Lease 11-002	60,800.00	91,200.00	66.7%
5032 · Building Lease 11-004	17,600.00	1,000.00	1,760.0%
5033 · Flex Bldg Lease	4,250.00	1,000.00	425.0%
5113 · Grants - Gilliam County	266,997.57	350,000.00	76.3%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5116 · Grants - Other	7,848.00	6,000.00	130.8%
5130 · SIP Funds	25,528.97	25,000.00	102.1%
5600 · Transfer from General Fund	0.00	0.00	0.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOURCES	841,230.54	810,256.00	103.8%
RESERVE FUND RESOURCES			
9000 · Reserve Fund Beginning Balance	41,463.00	41,000.00	101.1%
9001 · Transfer from General Fund	10,300.00	10,300.00	100.0%
9002 · Interest Earned Reserve Fund	713.21	350.00	203.8%
Total RESERVE FUND RESOURCES	52,476.21	51,650.00	101.6%
Total Income	2,318,863.69	2,066,656.00	112.2%
Expense			
6560 · Payroll Expenses	0.00		

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '18 - Jun 19	Budget	% of Budget
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	14,542.24	23,000.00	63.2%
6009 · Administrative Assistant	27,035.93	45,000.00	60.1%
6011 · Payroll Taxes - Staff	3,348.84	5,000.00	67.0%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	119.74	250.00	47.9%
6015 · Employee Benefits Insurance	11,269.24	25,000.00	45.1%
6016 · Employee Benefits Retirement	6,067.45	8,000.00	75.8%
Total 6000 · Personal Services - AD	62,383.44	106,750.00	58.4%
6100 · Materials and Services - AD			
6111 · Utilities	1,825.57	3,000.00	60.9%
6112 · Office Supplies and Equipment	1,900.83	3,000.00	63.4%
6113 · Legal Fees	5,610.00	9,000.00	62.3%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	1,119.98	3,000.00	37.3%
6115 · Dues, Subscriptions, Fees - Other	2,540.76	2,000.00	127.0%
Total 6115 · Dues, Subscriptions, Fees	3,660.74	5,000.00	73.2%
6116 · Audit, Budget, Legal Notices	6,910.00	8,000.00	86.4%
6117 · Telephone and Internet Srv.	1,839.65	2,000.00	92.0%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	2,359.76	2,500.00	94.4%
6120 · Medi/SS for Commissioners	80.32	300.00	26.8%
6121 · Donations	325.00	1,000.00	32.5%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	65.00	200.00	32.5%
6124 · Consultant Services	568.75	2,000.00	28.4%
6126 · Contingency	0.00	30,700.00	0.0%
6127 · Commissioner Conference & Trave	732.38	3,000.00	24.4%
6128 · Staff Travel/Food/Lodging	126.54	500.00	25.3%
6129 · Postage	283.48	800.00	35.4%
6130 · Bad Debt Write Off	0.00	1,500.00	0.0%
6100 · Materials and Services - AD - Other	55.56		
Total 6100 · Materials and Services - AD	26,343.58	75,250.00	35.0%
6170 · Transfers Out of General Fund	10,300.00	10,300.00	100.0%
Total ADMINISTRATION EXPENSES	99,027.02	192,300.00	51.5%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	4,049.87	12,500.00	32.4%
6611 · Payroll Taxes	327.57	750.00	43.7%
6612 · Worker's Comp Insurance	141.85	500.00	28.4%
Total 6600 · Personal Services	4,519.29	13,750.00	32.9%
6620 · Materials & Services			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	486.00	1,000.00	48.6%
6623 · Comfort Station Supplies	151.63	1,800.00	8.4%
6624 · Park Electricity	1,095.41	1,500.00	73.0%
6625 · Pest Control / Chem & Fert.	0.00	200.00	0.0%
6626 · Insurance	1,279.00	2,000.00	64.0%
6627 · Park Maintenance & Supplies	812.42	2,800.00	29.0%
6628 · Miscellaneous	0.00	100.00	0.0%
Total 6620 · Materials & Services	3,824.46	10,600.00	36.1%
6630 · Capital Outlay			
6635 · Grant Match Isl.Erosion Repair	0.00	20,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	10,000.00	0.0%
6631 · Park Improvements	0.00	90,000.00	0.0%
6632 · Engineering & Surveying	940.00	10,000.00	9.4%
Total 6630 · Capital Outlay	940.00	130,000.00	0.7%
Total ISLAND PARK	9,283.75	154,350.00	6.0%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '18 - Jun 19	Budget	% of Budget
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	211.55	3,700.00	5.7%
6711 · Payroll Taxes	14.36	250.00	5.7%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
6700 · Personal Services - Other	21.75		
Total 6700 · Personal Services	297.66	4,000.00	7.4%
6720 · Materials & Services			
6721 · Marina Electricity	1,424.76	3,000.00	47.5%
6722 · OMB Repairs - 1/2 MAPS	225.18	2,000.00	11.3%
6723 · Insurance	2,279.00	2,500.00	91.2%
6724 · Marina Maint. & Supplies	1,356.33	2,500.00	54.3%
6725 · Miscellaneous	285.29	500.00	57.1%
6727 · Marina Fuel			
6727-2 · Marina Diesel	4,676.50	3,000.00	155.9%
6727-1 · Marina Gas	8,078.08	11,000.00	73.4%
Total 6727 · Marina Fuel	12,754.58	14,000.00	91.1%
Total 6720 · Materials & Services	18,325.14	24,500.00	74.8%
Total MARINA	18,622.80	28,500.00	65.3%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	234.87	3,000.00	7.8%
6311 · Payroll Taxes, Maintenance - RV	14.52	300.00	4.8%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
Total 6300 · Personal Services - RV	449.39	3,500.00	12.8%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	2,707.80	4,000.00	67.7%
6322 · Sanitation - RV	858.00	2,000.00	42.9%
6323 · Electricity - RV Park	6,470.15	7,500.00	86.3%
6324 · WIFI - RV	345.20	600.00	57.5%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	191.71	1,000.00	19.2%
6327 · Insurance - RV	1,500.00	1,000.00	150.0%
6328 · Misc. - RV	12.00	500.00	2.4%
6329 · Sewer	2,958.72	4,000.00	74.0%
Total 6320 · Materials & Services - RV	15,043.58	21,100.00	71.3%
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	0.00	5,000.00	0.0%
Total 6340 · Capital Outlay - RV	0.00	5,000.00	0.0%
Total RV PARK EXPENSES	15,492.97	29,600.00	52.3%
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,086.97	1,200.00	90.6%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	1,086.97	1,300.00	83.6%
6540 · Capital Outlay - WQ			
6542 · Engineering & Surveying	0.00	50,000.00	0.0%
6540 · Capital Outlay - WQ - Other	0.00	748,700.00	0.0%
Total 6540 · Capital Outlay - WQ	0.00	798,700.00	0.0%
Total WILLOW CREEK QUARRY	1,086.97	800,000.00	0.1%
Total GENERAL FUND EXPENSES	143,513.51	1,204,750.00	11.9%
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	43,626.80	67,000.00	65.1%
8410-1 · Admin. Asst. 1/3	12,338.34	20,000.00	61.7%
8411 · Payroll Taxes	4,238.78	9,500.00	44.6%
8412 · Worker's Comp Ins.	100.00	300.00	33.3%
8413 · Employee Benefits - Insurance	15,297.18	35,000.00	43.7%
8414 · Employee Benefits - Retirement	7,267.58	15,000.00	48.5%
Total PERSONNEL SERVICES	82,868.68	146,800.00	56.5%

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '18 - Jun 19	Budget	% of Budget
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	3,442.94	8,000.00	43.0%
8422 · Training/Seminars/Conventions	256.10	5,000.00	5.1%
8423 · Legal Fees	2,770.00	1,000.00	277.0%
8424 · Office Supplies & Equipment	983.35	1,000.00	98.3%
8424-3 · Consultant	0.00	4,000.00	0.0%
8425 · Utilities	1,754.58	1,500.00	117.0%
8426 · Advertising & Marketing	4,084.02	35,000.00	11.7%
8426-1 · Dues & Subscriptions	325.00	500.00	65.0%
8426-2 · A Town Throw Down	60.00		
8427 · Telephone & Internet Service	1,483.74	3,500.00	42.4%
8428 · Website Develop. & Maint.	50.00	1,500.00	3.3%
8429 · Building Insurance	6,024.00	9,000.00	66.9%
8430 · City of Arlington Insitu Lease	16,200.00	21,600.00	75.0%
8430-1 · Feasibility Studies	16,997.57	114,000.00	14.9%
8430-2 · Grant Match	0.00	15,000.00	0.0%
8430-3 · Business Start Up Program	31,443.48	35,000.00	89.8%
8430-4 · Property Taxes	5,018.04	5,000.00	100.4%
8433 · Telecom Infrastr Creation	0.00	0.00	0.0%
8439 · Contingency	0.00	30,000.00	0.0%
Total MATERIALS AND SERVICES	90,892.82	290,600.00	31.3%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	0.00	17,000.00	0.0%
8432 · Engineering & Surveying	9,523.70	37,856.00	25.2%
8435 · Building Construction	213,778.01	305,856.00	69.9%
Total CAPITAL OUTLAY	223,301.71	360,712.00	61.9%
DEBT SERVICE			
8441 · Loan - Principal	6,162.02	9,250.63	66.6%
8442 · Loan - Interest	1,933.98	2,893.37	66.8%
Total DEBT SERVICE	8,096.00	12,144.00	66.7%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	405,159.21	810,256.00	50.0%
RESERVE FUND EXPENSES			
9500 · Repair, Maint.,Grant Match	0.00	51,650.00	0.0%
Total RESERVE FUND EXPENSES	0.00	51,650.00	0.0%
Total Expense	548,672.72	2,066,656.00	26.5%
Net Ordinary Income	1,770,190.97	0.00	100.0%
Net Income	1,770,190.97	0.00	100.0%

February 28, 2019

Peter Michel
Port of Arlington
Assets Manager
PO Box 279
100 Island Park
Arlington, OR 97812

RE: Installation of Fiber Optic

Dear, Mr. Mitchell;

Thank you for your time yesterday.

As a matter of re-introduction, my name is Keith Phillips. I am a consultant for Light Speed Networks.

To restate my purpose for writing, LSN is a small telecommunications company providing services in Washington, Oregon, and Northern California, mainly focused on providing services in rural communities in the Northwest. This fall, we are planning to install an aerial fiber optic cable to expand broadband services in the Arlington area. Accordingly, we are seeking your permission, in the form of an easement across your property, to access existing Century Link (CTL) owned utility poles in order to install that fiber optic cable.

Usually these poles are in the street right-of-way, but occasionally they cross private property, like at your property. To go across your property, we will need an easement signed from you. We will not install in any new poles and nothing would be placed on or under the ground; we will simply hang one (1) cable on the existing poles. The new cable will be approximately one inch in diameter and will be attached to the existing CTL utility poles at a height of around 18-20 feet. The work required to install the cable is expected to take less than an hour, will be primarily done from a bucket truck on the street, and will not require regular maintenance activities in the future.

LS Networks would like to offer you \$400 for this easement over your property as shown on the enclosed Exhibit B diagram. The enclosed Telecommunications Line Easement details the terms of the agreement. Please review, and if you find the terms agreeable, please provide a notarized* signature on the easement document and send it back to me. I will have the easement recorded with Gilliam County, and will send you a check for the compensation.

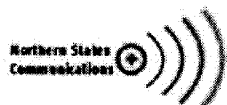
38515 NE Mint View Ave, La Center, WA 98629 360-606-6575 (C)
email: kphillips@md7.com

If you prefer, call or email me at your earliest convenience if you have any questions or concerns about our project, or the easement we are seeking. You may reach me at "Keithkoll@aol.com" or call me at **360-606-6575**.

I look forward to hearing from you.

Sincerely,

Keith Phillips, President



38515 NE Mint View Rd.
La Center, WA 98629

38515 NE Mint View Ave, La Center, WA 98629 360-606-6575 (C)
email: kphillips@md7.com

Port Manager/ Economic Development Report

March 9, 2019

The Port of Arlington's mission is to *support the creation, retention, expansion, and recruitment of businesses and jobs that will enhance the economy and quality of life of Gilliam County.*

This report covers recent activities of the Port of Arlington including developments at Arlington Mesa, Island Park and Willow Creek industrial parks.

Administration

Staff has begun work on the upcoming budget.

Industrial Park

Lower Willow Creek Irrigation Project

Cascade Earth Science Engineers finished Feasibility Study and presented their findings to the Port's board, farmers, and interested member of the community. The report is posted on the Port's web site under the "About us" tab. CES engineers explained how the system was designed, the assumption made, and challenges with some portions of layout. During the meeting we learned about the economic opportunities increasing water supply would bring not only the farmers but also local business that supply the various inputs to the farmers, the multiplier effect. We learned that farmers in Eight-mile valley were suffering huge losses due to lack of water and that their domestic wells were going dry. We learned some of the land in study area has top soils 40-60 feet deep, the types of soils that can set world record yields but for lack of water.

By the year 2050 the worlds population will grow to 9 billion people, 2 billion more than today. Farmers of the future will need to be more intensive, resilient, and technologically sophisticated. Projects like this willow creek irrigation system will help Gilliam County farmers mitigate the effects of a changing climate and grow into the future.

More work is to be done, steps to be taken, decisions to be made.

The Willow Creek quarry has landed a nice size contract the operators have readied the site for increased activity. The quarry employs 4 full time staffers.

Island Park and Marina

Port's RV park is full. Port staff has been keeping a log of available spaces in and around Arlington to accommodate the growing work force for the Montague wind project. If you or someone you know has an RV parking space available for rent please contact Kelly at the Port office – 541-454-2868.

The Port has submitted the facility grant application for the bathroom replacement and parking renovation project. This project has long been on the “to do” list. The current restrooms do not fully comply with ADA. This project will bring the bathroom facilities up to modern standards and fully comply with ADA standards. The heavy cost of remodeling the plumbing in the existing bathroom units will exceed the cost of simply replacing the restroom with pre-cast units.

Looking to the future the project will also rework the parking area with appropriately sized drive lanes, parking spaces, and meet today’s turn and distance requirements. Seven (7) single car spaces for boaters and 2 prepare-to-launch spaces for boat trailers will also be added. Many boaters, fishermen in particular, often take out their friends and family that drive separate vehicles. These parking spaces will add to the limited number of single spaces currently available within the entire marina.

In addition, the entire parking area, boat ramp and docks will be tied together with a new sidewalk. Currently, there are no sidewalk or walkways in the parking lot area. The sidewalk addition will help to separate pedestrians from boat trailer traffic. Boaters that cruse the upper reaches of the Columbia River and have overnighted in the transient docks have often asked for showers. This project will fulfill boater request for showers with two shower stalls. The project will enhance a secondary backup boat launch site with fresh gravel and a wider turning radius for entrance into the trailer parking area, and removal of large rocks and hazards. The gravel launch is also used for small craft launches like canoes, paddle boats, kayaks, etc.

This project the Marine board sought more delineation between recreational users and boater trailers to smooth traffic cross over between pedestrians and vehicle/boat trailers. Once these changes are made the Port will submit a grant request to the Marine Board.

Railroad Avenue

The Port’s railroad avenue project is ready to submit to the Arlington City planner. The Port will be seeking approvals for buildings on two locations of the property. Only one site we be used for now.

KOIN TV station in Portland is working with the Port to mount a weather channel camera on Port Property. We are currently seeking sponsors for the camera. Sponsorship will gain advertiser(s) a broad audience on the KOIN’s newscast to over a 1 million viewers.

Up Coming Dates:

March 4 – Client tour Gilliam County Grain Lab, 11:00 a.m.
March 5 – Client tour Industrial Park, 1 p.m.
March 6 – Arlington City Council, 6:30 p.m.
March 12 – Port of Arlington Board and budget workshop meeting, 4 p.m., Port Office
March 13 – Population Forecast presentation, Boardman, 9:30 a.m.
March 14 – ATVC Board Meeting, 6 p.m. Arlington
March 15 – GEODC Annual Meeting, 10:00 a.m. Pendleton
March 20 – Gilliam County Grants due
March 27 – Gilliam County Court – Port of Arlington Board joint meeting, 1 p.m. Gronquist Building.



*Mitch T. Saul, CPA
Amy K. Walker, CPA
Anna K. Bass*

Robert M. Armstrong, CPA

January 31, 2019

Kelly Margheim
Port of Arlington
PO Box 279
Arlington, Oregon 97812

Hello Kelly!

It is time to start the process for your annual audit...seems like the years go by faster and faster these days. We hope this past year has been a successful one for you!

To begin, we need your help to complete some of the necessary paperwork, some of which accompanies this letter. Specifically, you will find 2 copies of the **Engagement Letter** and 2 copies of the **Audit Contract** for the year ended June 30, 2019. If these are agreeable, please indicate so with the proper signatures. Please return one signed copy of both the Engagement Letter and the Audit Contract to our office in the enclosed envelope. The extra copies are for you to keep for your records.

In order to continue in our audit preparations, we ask that you ***please return the signed letter and contract within 30 days of receiving this.***

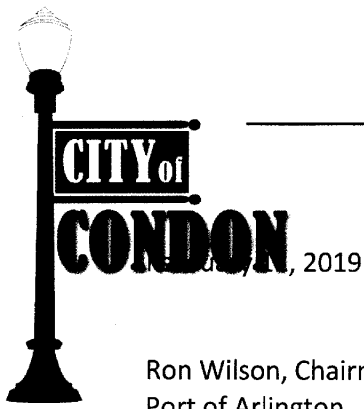
Thank you for the opportunity you have given us to be your auditors. We will be in touch soon to establish a schedule for this year's fieldwork. Do not hesitate to give us a call if you have any questions regarding these items or the upcoming audit.

Sincerely,

Solutions, CPAs PC

Solutions, CPAs PC
John Day, Oregon

*101 NE First Avenue, John Day, Oregon 97845
Phone (541) 575-2717 FAX (541) 575-2718
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128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
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Ron Wilson, Chairman
Port of Arlington
PO Box 279
Arlington, OR 97812

Dear Chairman Wilson & Port Board of Directors:

The City of Condon Council met Friday, February 1 in a public work session to review the city's goals and priorities for 2019. One item that was brought up was the extension of a water line to Linus Pauling Field (Airport) located northeast of the boundary of the City of Condon.

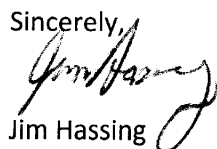
Water to the airport near Condon was originally put on the city's list for economic development purposes – mainly for agriculture sprayers and possible airport fuel site. The issue at the time was that state law prohibited the city to supply water outside of its jurisdiction and the city would have had to annex or expand the UGB to allow the water to the airport. This law has since changed, and the city can now sell water outside of its jurisdiction.

Once the law was changed the city realized that this was not a good use of City staff to do this project, but instead it was more appropriate for the Gilliam County economic development team. City Administrator Kathryn Greiner went to the Gilliam County Court March 2, 2016 and explained the situation and requested that Gilliam County or the county-wide Port of Arlington take responsibility for this economic development project. Greiner's presentation stated that the city would be able to help with administrative and public works staff, but since the presentation in 2016 the staffing levels have changed, and the City no longer has the capacity to assist with this project.

The Port of Arlington has received \$17,000 from Gilliam County for this water line extension project and according to Port Executive Director Peter Mitchell, the funds and project are still on the Port's list of projects. The city has given the Port of Arlington a project estimates from our engineers Anderson, Perry & Associates, and other information that we gathered prior to the law change.

With any development that will subsequently use city services or extend the city system, the developer is responsible for costs of design and construction. Once the project is completed, the city will inspect the project and if to city standards they will accept ownership.

The City of Condon Council wishes the Port of Arlington the best of luck in getting the project completed.

Sincerely,

Jim Hassing
Mayor

Cc: Peter Mitchell

administration@cityofcondon.com ~ www.cityofcondon.com