



REVISED

Port of Arlington

AGENDA

5:00 pm

Tuesday, February 4, 2020

Meeting Location:

Port of Arlington

100 Port Island Road

1. Call meeting to order
2. Public Comment on non-agenda items
3. Consent Agenda:
 - Approval of December 10, 2019 Commission meeting minutes
 - Approval of December 2019 and January 2020 payables
4. Presidents Report
5. Commissioner's Reports
6. Small Business Assistance Quarterly Grant Update
 - 6.1 Pheasant Grill / Pat Shannon
7. Executive Session per ORS 192.660(2)(h): To consult with your attorney regarding your legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed.
8. Executive Session per ORS 192.660(2)(g): To consider preliminary negotiations involving matters of trade of commerce in which the governing body is in competition with governing bodies in other states or nations.
9. Approve or Deny Resolution 2019-144 - Port of Arlington Establishing A No Harassment Policy and Statement Of Employee Rights That Seeks To Prevent Workplace Harassment
10. EDO Report
11. Administration
 - 11.1 Schedule Budget Workshop - Big Picture

Upcoming Meetings:

Regular Commission Meeting on Tuesday, March 10, 2020 at 5pm – Port of Arlington, Arlington, 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: Thursday, January 29, 2020: 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

(541) 626-1079
P.O. Box 451 • Arlington, OR 97812-0451



Arlington Education Foundation

January 20, 2020

Port of Arlington
PO Box 279
Arlington, OR 97812

Dear Port of Arlington:

On behalf of the students of the Arlington community and the Arlington Education Foundation (AEF), we wish to thank you for your generous donation of \$300.00. Your contribution will assist the Foundation in achieving its mission of providing sustainable and meaningful financial support to students choosing to pursue their educational goals after high school.

The goal of the AEF is to build a \$1,000,000.00 endowment over the next ten years. This endowment will represent a stable funding source, allowing the AEF to sustain its support of our students for years to come. Earnings from this fund will be distributed annually as student scholarships and educational support.

As the costs for higher education and training continue to rise, it is critically important that we, as a community, decide how to best support our children and students as they start to build the tools needed in their futures. Your donation is a demonstration of your commitment to our children and indicates your faith in them — there is no better investment.

The Arlington Education Foundation is registered with the IRS as a 501(c)3 non-profit organization. As such, your contribution may be tax deductible. Please check with your tax advisor or accountant to ensure this is the case in your personal situation. Our Employer Identification Number (EIN) is 81-2908382.

Again, many thanks for your generous gift.

Sincerely,

A handwritten signature in black ink that reads 'Marta Mikkalo'. The signature is fluid and cursive.

Marta Mikkalo
Representing the Arlington Education Foundation

**Regular Commission Meeting
MINUTES
Port of Arlington
December 10, 2019
5 p.m.
Port Office – 100 Port Island Rd.
Arlington, OR**

DRAFT

1. **The Port of Arlington Commission meeting was called to order at 5:00 pm by President Wilson.**
Those Present: President Wilson; Commissioner Shaffer; Commissioner Hunking; Port Manager / Economic Development Officer, Peter Mitchell; Admin. Asst. Kelly Margheim; Attorney Ruben Cleaveland;
Absent: Vice President Kennedy; Commissioner McGuire
Audience: None

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

3. **Consent Agenda:**
 - Approval of November 12, 2019 Commission Meeting Minutes
 - Approval of November 2019 Payables and FinancialsCommissioner Hunking moved to approve the consent agenda and Commissioner Shaffer seconded. The motion carried 3-0

4. **President's Report: President Wilson shared information packet on Special Districts meeting in Seaside starting on February 6, 2020.**
Commissioner Hunking and Commissioner Shaffer would like to attend.

5. **Commissioner Reports** – Commissioner Shaffer went to the Hanger building with Paul to see and talk about his future plans and thinks Paul has a good plan for his venture.
Commissioner Shaffer would like the Port to have an annual meeting with MCP about grain operations. President Wilson thinks that is a great idea. The consensus is to hold the meeting at the March Port board.

6. **Hanger Building Lease Update** – Paul Jayo has signed the lease for the Hanger building pending three phase power availability. Gordon Electric and PP&L will be providing a cost quote in the next week for three-phase power to be installed at the hanger building.

- 7.0 **Depot Project Update-** There will be a ground breaking ceremony December, 20, 2019 at 10am. China Creek is the builder, Vernon Gray did the design work and Pillar Consulting completing the site plan and providing engineering

DRAFT

assistance. The building will be built to look like an old depot.

- 8.0** EDO Mitchell says the sidewalk project is moving along. Tim Wetherall, Project Manager, and Brad Baird looked at the Port Marina and Parking area to see if asphalt can be laid to improve the walkability. The City of Arlington may decide in January 2020 if this will fit in the sidewalk budget.

Brad Baird, with Anderson and Perry, is working on the restroom replacement site plan. A site plan has to be submitted to the Army Corps Real Estate before the Port can move forward.

Valley Industrial will be ending their lease in January 2020.

The Marina is now at capacity for 40' and larger boats. There have been many inquiries for moorage for larger boats. EDO Mitchell would like the Board to think about building more dock space in the next budget season. The Port Board discussed many ideas about the Marina.

Meeting adjourned 5:55 pm

President Ron Wilson

Commissioner Hunking

**Port of Arlington
Regular Monthly Commission Meeting
Tuesday, February 4, 2020
JANUARY 2019 PAYABLES**

Resources:

Deposits and Credits through 1/24/2020 (see attached detail)

Total Deposits and Credits-- All Accounts \$7127.04

Expenses:

Checks Written: 9251 through 9267

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

Total Expenses and Transfers-- All Accounts (\$19,699.72)

Bank Balance Information:

Ending Balance as of 1/24/20: Bank of Eastern Oregon Checking: \$ 336,069.23
Bank of E. Oregon Reserve Fund: \$ 64,709.57
Bank of E. Oregon Muni Market Fund: \$ 366,585.87
LGIP: (1/24/20) \$1,286,887.20

Commission President Ron Wilson

Vice President Dewey Kennedy

2020 Port of Arlington fuel Sales								
Date	\$/ gallon	Gasoline			\$/ gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-20	\$ 3.99	7	94	\$ 373.93	\$ 2.69	0	0	\$ -
February-20					\$ 2.69	0		
March-20					\$ 2.69	0		
April-20					\$ 2.69	0		
May-20					\$ 2.69	0		
June-20					\$ 2.69	0		
July-20					\$ 2.69	1		
August-20					\$ 2.69	3		
September-20					\$ 2.69	5		
October-20					\$ 2.69	4		
November-20					\$ 2.69	0		
December-20					\$ 2.69	0		
YTD Totals		7	94	\$ 373.93		13	0	\$ -

2019 Port of Arlington fuel Sales								
Date	\$/ gallon	Gasoline			\$/ gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-19	\$ 3.90	11	109	\$ 413.84	\$ 2.69	0	0	\$ -
February-19	\$ 3.90	12	154	\$ 583.47	\$ 2.69	0	0	\$ -
March-19	\$ 3.90	13	91	\$ 337.40	\$ 2.69	0	0	\$ -
April-19	\$ 3.90	33	268	\$ 1,004.21	\$ 2.69	0	0	\$ -
May-19	\$ 4.59	41	291	\$ 1,256.28	\$ 2.69	0	0	\$ -
June-19	\$ 4.59	40	331	\$ 1,528.44	\$ 2.69	0	0	\$ -
July-19	\$ 3.99	46	443	\$ 1,872.21	\$ 2.69	1	13	\$ 35.49
August-19	\$ 3.99	57	618	\$ 2,442.36	\$ 2.69	3	108	\$ 290.91
September-19	\$ 3.99	45	465	\$ 1,757.99	\$ 2.69	5	46	\$ 123.11
October-19	\$ 3.99	38	422	\$ 1,576.03	\$ 2.69	4	184	\$ 472.91
November-19	\$ 3.99	24	229	\$ 914.15	\$ 2.69	0	0	\$ -
December-19	\$ 3.99	16	212	\$ 808.98	\$ 2.69	0	0	\$ -
YTD Totals		376	3,632	\$ 14,495.36		13	352	\$ 922.42

2018 Port of Arlington fuel Sales								
Date	\$/ gallon	Gasoline			\$/ gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-18	\$ 3.46	8	101	\$ 348.57	\$ 2.69	0	0	\$ -
February-18	\$ 3.46	8	75	\$ 258.03	\$ 2.69	0	0	\$ -
March-18	\$ 3.89	16	171	\$ 642.94	\$ 2.69	0	0	
April-18	\$ 3.89	28	251	\$ 890.77	\$ 2.69	0	0	\$ -
May-18	\$ 3.89	31	295	\$ 1,148.39	\$ 2.69	1	109	\$ 294.09
June-18	\$ 3.99	31	491	\$ 1,952.05	\$ 2.69	0	0	\$ -
July-18	\$ 3.99	45	431	\$ 1,729.80	\$ 2.69	2	325	\$ 876.54
August-18	\$ 3.99	42	465	\$ 1,860.38	\$ 2.69	3	155	\$ 417.42
September-18	\$ 4.09	30	296	\$ 1,150.99	\$ 2.69	3	94	\$ 254.24
October-18	\$ 4.09	53	573	\$ 2,352.91	\$ 2.69	4	905	\$ 2,441.98
November-18	\$ 4.09	13	126	\$ 516.79	\$ 2.69	0	0	
December-18	\$ 3.80	7	86	\$ 336.71	\$ 2.69	0	0	
YTD Totals		312	3,360	\$ 13,188.33		13	1588	\$ 4,284.27

PORT OF ARLINGTON

Check Detail

January 1 - 24, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/07/2020	Pacific Power		1001 - Bank of E...		-1,749.91
				6624 - Park Elect...		-33.40	33.40
				6721 - Marina Ele...		-44.68	44.68
				6721 - Marina Ele...		-340.00	340.00
				6721 - Marina Ele...		-71.02	71.02
				6111 - Utilities		-321.83	321.83
				6320 - Materials ...		-938.98	938.98
TOTAL						-1,749.91	1,749.91
Check	9252	01/07/2020	Condon Chamb...		1001 - Bank of E...		-75.00
				8426-1 - Dues & ...		-75.00	75.00
TOTAL						-75.00	75.00
Check	9253	01/07/2020	VanKoten & Cle...		1001 - Bank of E...		-850.00
				6113 - Legal Fees		-600.00	600.00
				8423 - Legal Fees		-250.00	250.00
TOTAL						-850.00	850.00
Check	9254	01/07/2020	Arlington T.V. C...		1001 - Bank of E...		-220.00
				8427 - Telephone...		-40.00	40.00
				6117 - Telephone...		-40.00	40.00
				6324 - WIFI - RV		-40.00	40.00
				6627 - Park Maint...		-100.00	100.00
TOTAL						-220.00	220.00
Check	9255	01/07/2020	Arlington T.V. C...		1001 - Bank of E...		-100.00
				6326 - Maintenanc...		-100.00	100.00
TOTAL						-100.00	100.00

\$19,699.72

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01/24/20

PORT OF ARLINGTON

Check Detail

January 1 - 24, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9256	01/07/2020	Bank of Eastern ...		1001 · Bank of E...		-1,148.10
				6112 · Office Sup...		-862.13	862.13
				6119 · Commissi...		-96.65	96.65
				6129 · Postage		-59.35	59.35
				6115 · Dues, Sub...		-54.98	54.98
				6627 · Park Maint...		-74.99	74.99
TOTAL						-1,148.10	1,148.10
Check	9257	01/07/2020	Bank of Eastern ...		1001 · Bank of E...		-381.69
				8421 · Travel/Foo...		-381.69	381.69
TOTAL						-381.69	381.69
Check	9258	01/07/2020	Meadow Outdoo...		1001 · Bank of E...		-1,374.00
				8426 · Advertisin...		-1,374.00	1,374.00
TOTAL						-1,374.00	1,374.00
Check	9259	01/07/2020	Loop Net		1001 · Bank of E...		-69.00
				8426 · Advertisin...		-69.00	69.00
TOTAL						-69.00	69.00
Check	9260	01/07/2020	Arlington Hardw...		1001 · Bank of E...		-316.42
				6724 · Marina Ma...		-89.99	89.99
				6326 · Maintenan...		-73.92	73.92
				8424 · Office Sup...		-93.95	93.95
				6724 · Marina Ma...		-39.99	39.99
				6112 · Office Sup...		-18.57	18.57
TOTAL						-316.42	316.42

PORT OF ARLINGTON
Check Detail
 January 1 - 24, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9261	01/07/2020	Gilliam County T...		1001 · Bank of E...		-1,012.00
					8441 · Loan - Pri...	-787.09	787.09
					8442 · Loan - Inte...	-224.91	224.91
TOTAL						-1,012.00	1,012.00
Check	9262	01/07/2020	SDIS		1001 · Bank of E...		-11,666.00
					6626 · Insurance	-1,541.25	1,541.25
					6723 · Insurance	-2,541.25	2,541.25
					6327 · Insurance ...	-1,762.25	1,762.25
					8429 · Building In...	-5,821.25	5,821.25
TOTAL						-11,666.00	11,666.00
Check	9263	01/07/2020	Arlington Market		1001 · Bank of E...		-95.61
					6127 · Commissi...	-95.61	95.61
TOTAL						-95.61	95.61
Liability Check	9264	01/07/2020	Oregon Departm...		1001 · Bank of E...		-26.61
					2100 · Payroll Lia...	-26.61	26.61
TOTAL						-26.61	26.61
Check	9265	01/07/2020	Oregon Departm...		1001 · Bank of E...		-35.86
					6011 · Payroll Ta...	-35.86	35.86
TOTAL						-35.86	35.86
Check	9266	01/09/2020	City of Arlington		1001 · Bank of E...		-88.00
					8425 · Utilities	-88.00	88.00
TOTAL						-88.00	88.00

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01/24/20

PORT OF ARLINGTON
Check Detail
January 1 - 24, 2020

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Check	9267	01/09/2020	City of Arlington		1001 - Bank of E...		-491.52
				6111 · Utilities		-44.00	44.00
				8425 · Utilities		-44.00	44.00
				6321 · Water Fee...		-151.00	151.00
				6329 · Sewer		-171.52	171.52
				6322 · Sanitation ...		-52.00	52.00
				6622 · Sanitation		-29.00	29.00
TOTAL						-491.52	491.52

PORT OF ARLINGTON

Deposit Detail

January 1 - 24, 2020

Type	Num	Date	Name	Account	Amount
Deposit		01/07/2020		1001 · Bank of E...	438.12
			Heartland Payme...	4213-2 · Gasoline...	-71.99
			Heartland Payme...	6115-1 · Credit C...	1.00
			Heartland Payme...	4211-1 · RV Park...	-375.00
			Heartland Payme...	6115-1 · Credit C...	7.87
TOTAL					-438.12
Deposit		01/09/2020		1001 · Bank of E...	192.82
			Heartland Payme...	4213-2 · Gasoline...	-72.46
			Heartland Payme...	6115 · Dues, Sub...	1.75
			Heartland Payme...	4211-2 · RV Park...	-125.00
			Heartland Payme...	6115-1 · Credit C...	2.89
TOTAL					-192.82
Deposit		01/13/2020		1001 · Bank of E...	1,701.99
			Cash Sales	4210 · Marina Re...	-120.00
			Cash Sales	4211-1 · RV Park...	-340.00
			Cash Sales	4211-1 · RV Park...	-30.00
			Cash Sales	4211-1 · RV Park...	-320.00
			Cash Sales	4211-4 · RV Park...	-9.00
			Cash Sales	4211-4 · RV Park...	-9.00
Payment	13740	01/13/2020	W.I. Construction...	1499 · Undeposit...	-36.99
Payment	2003...	01/13/2020	Watco Companie...	1499 · Undeposit...	-837.00
TOTAL					-1,701.99
Deposit		01/17/2020		1001 · Bank of E...	225.00
			Heartland Payme...	4213-2 · Gasoline...	-229.48
			Heartland Payme...	6115-1 · Credit C...	4.48
TOTAL					-225.00

\$7127.04

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01/24/20

PORT OF ARLINGTON

Deposit Detail

January 1 - 24, 2020

Type	Num	Date	Name	Account	Amount
Deposit		01/21/2020		1001 · Bank of E...	4,569.11
			Cash Sales	4211-1 · RV Park...	-375.00
			Cash Sales	4211-5 · Monthly ...	-20.00
			Valley Industrial ...	5033 · Flex Bldg ...	-4,000.00
			Gilliam County T...	4010 · Taxes-Cur...	-174.11
TOTAL					-4,569.11

PORT OF ARLINGTON
Profit & Loss Prev Year Comparison
July 1, 2019 through January 24, 2020

	Nov 19	Nov 18	\$ Change	% Change	Dec 19	Dec 18	\$ Change	% Change	Jan 1 - 24, 20	Jan 1 - 24, 19	\$ Change	% Change
Ordinary Income/Expense												
Income												
GENERAL FUND RESOURCES												
4210 - Marina Revenue	1,120.00	170.00	950.00	558.82%	170.00	352.00	-182.00	-51.71%	120.00	270.00	-150.00	-55.56%
4211 - RV Park Revenues												
4211-1 - RV Park Monthly Rent	2,225.00	3,000.00	-775.00	-25.83%	2,250.00	3,000.00	-750.00	-25.0%	1,440.00	3,375.00	-1,935.00	-57.33%
4211-2 - RV Park Weekly Rent	750.00	0.00	750.00	100.0%	125.00	0.00	125.00	100.0%	125.00	125.00	0.00	0.0%
4211-3 - RV Park Daily Rent	120.00	208.00	-88.00	-42.31%	0.00	20.00	-20.00	-100.0%	0.00	0.00	0.00	0.0%
4211-4 - RV Park Dry Camp	18.00	20.00	-2.00	-10.0%	0.00	0.00	0.00	0.0%	18.00	9.00	9.00	100.0%
4211-5 - Monthly TV	20.00	40.00	-20.00	-50.0%	20.00	40.00	-20.00	-50.0%	20.00	40.00	-20.00	-50.0%
Total 4211 - RV Park Revenues	3,133.00	3,268.00	-135.00	-4.13%	2,395.00	3,060.00	-665.00	-21.73%	1,603.00	3,549.00	-1,946.00	-54.83%
4213 - Marina Fuel Revenue												
4213-2 - Gasoline Sales	914.15	516.79	397.36	76.89%	808.98	336.71	472.27	140.26%	373.93	278.34	95.59	34.34%
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%
4213 - Marina Fuel Revenue - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 4213 - Marina Fuel Revenue	914.15	516.79	397.36	76.89%	808.98	336.71	472.27	140.26%	373.93	278.34	95.59	34.34%
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%
4340 - Willow Creek Rock Sales	0.00	910.89	-910.89	-100.0%	2,775.45	238.44	2,537.01	1,064.0%	0.00	1,161.43	-1,161.43	-100.0%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

Ordinary Income/Expense Income	Jul '19 - Jun 20	Budget	% of Budget
GENERAL FUND RESOURCES			
4000 · Carryover Balance	1,385,623.23	1,237,387.00	112.0%
4010 · Taxes-Current	109,739.23	100,000.00	109.7%
4011 · Taxes-Prior	1,582.68	500.00	316.5%
4020 · Interest - NOW Checking	63.65	0.00	100.0%
4021 · Interest - Best A/C	2,980.24	0.00	100.0%
4022 · Interest - LGIP A/C	18,669.68	10,000.00	186.7%
4030 · Land Rental	1,500.00	16,000.00	9.4%
4050 · Grain Elevator Lease Pymt	108,407.50	108,407.00	100.0%
4110 · Grants Income			
4111 · OSMB Grant	0.00	346,160.00	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%
4120 · MAPS Grant	7,000.00	7,000.00	100.0%
4110 · Grants Income - Other	0.00	0.00	0.0%
Total 4110 · Grants Income	7,000.00	353,460.00	2.0%
4210 · Marina Revenue	5,704.00	5,000.00	114.1%
4211 · RV Park Revenues			
4211-1 · RV Park Monthly Rent	15,077.00	0.00	100.0%
4211-2 · RV Park Weekly Rent	1,500.00	0.00	100.0%
4211-3 · RV Park Daily Rent	4,624.00	0.00	100.0%
4211-4 · RV Park Dry Camp	980.00	0.00	100.0%
4211-5 · Monthly TV	120.00		
4212 · RV Park fee Refund	0.00	0.00	0.0%
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
Total 4211 · RV Park Revenues	22,301.00	40,000.00	55.8%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	9,865.48	7,000.00	140.9%
4213-1 · Diesel Sales	922.42	3,000.00	30.7%
4213 · Marina Fuel Revenue - Other	13.54		
Total 4213 · Marina Fuel Revenue	10,801.44	10,000.00	108.0%
4214 · Marina Power and Water Revenue	400.00	250.00	160.0%
4340 · Willow Creek Rock Sales	102,149.65	20,000.00	510.7%
4350 · Willow Creek Lease Revenue	10,336.99	0.00	100.0%
4400 · Donations/Gifts	0.00	100.00	0.0%
4500 · Miscellaneous Income	17,305.10	100.00	17,305.1%
Total GENERAL FUND RESOURCES	1,804,564.39	1,901,204.00	94.9%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	412,813.17	180,340.00	228.9%
5031 · Building Lease 11-002	53,200.00	91,200.00	58.3%
5032 · Building Lease 11-004	1,700.00	1,000.00	170.0%
5033 · Flex Bldg Lease	24,000.00	48,000.00	50.0%
5113 · Grants - Gilliam County	40,000.00	40,000.00	100.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5116 · Grants - Other	7,848.00	7,800.00	100.6%
5130 · SIP Funds	0.00	25,000.00	0.0%
5600 · Transfer from General Fund	0.00	0.00	0.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOUR...	539,561.17	394,340.00	136.8%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '19 - Jun 20	Budget	% of Budget
RESERVE FUND RESOURCES			
9000 · Reserve Fund Beginning Balance	53,072.76	51,650.00	102.8%
9001 · Transfer from General Fund	10,841.00	10,841.00	100.0%
9002 · Interest Earned Reserve Fund	795.81	400.00	199.0%
Total RESERVE FUND RESOURCES	64,709.57	62,891.00	102.9%
Total Income	2,408,835.13	2,358,435.00	102.1%
Expense			
6560 · Payroll Expenses	1.75	0.00	100.0%
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	11,252.04	23,700.00	47.5%
6009 · Administrative Assistant	16,565.16	32,200.00	51.4%
6011 · Payroll Taxes - Staff	2,186.74	5,300.00	41.3%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	173.65	250.00	69.5%
6015 · Employee Benefits Insurance	9,396.39	26,250.00	35.8%
6016 · Employee Benefits Retirement	3,338.05	6,500.00	51.4%
Total 6000 · Personal Services - AD	42,912.03	94,700.00	45.3%
6100 · Materials and Services - AD			
6111 · Utilities	1,574.51	3,500.00	45.0%
6112 · Office Supplies and Equipment	2,416.71	3,000.00	80.6%
6113 · Legal Fees	4,047.25	12,000.00	33.7%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	1,857.62	3,000.00	61.9%
6115 · Dues, Subscriptions, Fees - Other	3,763.35	3,000.00	125.4%
Total 6115 · Dues, Subscriptions, Fees	5,620.97	6,000.00	93.7%
6116 · Audit, Budget, Legal Notices	7,419.00	9,000.00	82.4%
6117 · Telephone and Internet Srv.	1,075.74	3,000.00	35.9%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	995.31	3,000.00	33.2%
6120 · Medi/SS for Commissioners	57.36	300.00	19.1%
6121 · Donations	500.00	1,000.00	50.0%
6122 · Meetings and Elections	53.54	2,000.00	2.7%
6123 · Miscellaneous - AD	130.00	200.00	65.0%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	22,833.00	0.0%
6127 · Commissioner Conference & Trave	355.36	3,000.00	11.8%
6128 · Staff Travel/Food/Lodging	369.87	500.00	74.0%
6129 · Postage	295.45	1,000.00	29.5%
6130 · Bad Debt Write Off	0.00	100.00	0.0%
Total 6100 · Materials and Services - AD	24,911.07	73,183.00	34.0%
6170 · Transfers Out of General Fund	10,841.00	10,841.00	100.0%
Total ADMINISTRATION EXPENSES	78,664.10	178,724.00	44.0%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	5,434.49	12,500.00	43.5%
6611 · Payroll Taxes	426.66	750.00	56.9%
6612 · Worker's Comp Insurance	-44.21	500.00	-8.8%
Total 6600 · Personal Services	5,816.94	13,750.00	42.3%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '19 - Jun 20	Budget	% of Budget
6620 · Materials & Services			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	410.20	1,000.00	41.0%
6623 · Comfort Station Supplies	289.42	1,800.00	16.1%
6624 · Park Electricity	286.47	1,500.00	19.1%
6625 · Pest Control / Chem & Fert.	0.00	200.00	0.0%
6626 · Insurance	1,541.25	2,000.00	77.1%
6627 · Park Maintenance & Supplies	984.11	2,800.00	35.1%
6628 · Miscellaneous	0.00	100.00	0.0%
6620 · Materials & Services - Other	26.84		
Total 6620 · Materials & Services	3,538.29	10,600.00	33.4%
6630 · Capital Outlay			
6635 · Grant Match Isl.Erosion Repair	0.00	229,720.00	0.0%
6634 · Grant Island Erosion Repair	0.00	346,160.00	0.0%
6631 · Park Improvements	5,125.00	200,000.00	2.6%
6632 · Engineering & Surveying	0.00	20,000.00	0.0%
Total 6630 · Capital Outlay	5,125.00	795,880.00	0.6%
Total ISLAND PARK	14,480.23	820,230.00	1.8%
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	0.00	3,700.00	0.0%
6711 · Payroll Taxes	23.14	250.00	9.3%
6712 · Worker's Comp Insurance	-50.67	50.00	-101.3%
6700 · Personal Services - Other	301.93		
Total 6700 · Personal Services	274.40	4,000.00	6.9%
6720 · Materials & Services			
6721 · Marina Electricity	2,085.05	3,000.00	69.5%
6722 · OMB Repairs - 1/2 MAPS	0.00	2,000.00	0.0%
6723 · Insurance	2,541.25	2,500.00	101.7%
6724 · Marina Maint. & Supplies	211.92	2,500.00	8.5%
6725 · Miscellaneous	0.00	500.00	0.0%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	5,000.00	0.0%
6727-1 · Marina Gas	7,542.82	11,000.00	68.6%
6727 · Marina Fuel - Other	0.00	0.00	0.0%
Total 6727 · Marina Fuel	7,542.82	16,000.00	47.1%
Total 6720 · Materials & Services	12,381.04	26,500.00	46.7%
6730 · Captial Outlay			
6731 · Marina Improvements	0.00	0.00	0.0%
Total 6730 · Captial Outlay	0.00	0.00	0.0%
Total MARINA	12,655.44	30,500.00	41.5%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	301.93	3,000.00	10.1%
6311 · Payroll Taxes, Maintenance - RV	20.36	300.00	6.8%
6312 · Workmens Compensation - RV	212.56	200.00	106.3%
Total 6300 · Personal Services - RV	534.85	3,500.00	15.3%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '19 - Jun 20	Budget	% of Budget
6320 · Materials & Services - RV			
6321 · Water Fees - RV	1,806.60	4,000.00	45.2%
6322 · Sanitation - RV	689.80	2,000.00	34.5%
6323 · Electricity - RV Park	3,492.49	9,000.00	38.8%
6324 · WIFI - RV	423.65	1,000.00	42.4%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	379.60	1,000.00	38.0%
6327 · Insurance - RV	1,762.25	1,500.00	117.5%
6328 · Misc. - RV	0.00	250.00	0.0%
6329 · Sewer	2,216.04	4,000.00	55.4%
6320 · Materials & Services - RV - Other	938.98		
Total 6320 · Materials & Services - RV	11,709.41	23,250.00	50.4%
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	1,000.00	45,000.00	2.2%
Total 6340 · Capital Outlay - RV	1,000.00	45,000.00	2.2%
Total RV PARK EXPENSES	13,244.26	71,750.00	18.5%
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,079.27	2,000.00	54.0%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	1,079.27	2,100.00	51.4%
6540 · Capital Outlay - WQ			
6542 · Engineering & Surveying	0.00	50,000.00	0.0%
6540 · Capital Outlay - WQ - Other	0.00	747,900.00	0.0%
Total 6540 · Capital Outlay - WQ	0.00	797,900.00	0.0%
Total WILLOW CREEK QUARRY	1,079.27	800,000.00	0.1%
Total GENERAL FUND EXPENSES	120,123.30	1,901,204.00	6.3%
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	33,756.06	69,000.00	48.9%
8410-1 · Admin. Asst. 1/3	8,533.56	16,600.00	51.4%
8410-2 · Lab Technician	0.00	0.00	0.0%
8411 · Payroll Taxes	3,263.85	7,000.00	46.6%
8412 · Worker's Comp Ins.	264.30	300.00	88.1%
8413 · Employee Benefits - Insurance	12,326.49	31,100.00	39.6%
8414 · Employee Benefits - Retirement	5,074.75	10,100.00	50.2%
Total PERSONNEL SERVICES	63,219.01	134,100.00	47.1%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	3,211.40	6,000.00	53.5%
8422 · Training/Seminars/Conventions	59.95	3,000.00	2.0%
8423 · Legal Fees	3,109.75	15,000.00	20.7%
8424 · Office Supplies & Equipment	228.30	1,500.00	15.2%
8424-3 · Consultant	0.00	2,000.00	0.0%
8425 · Utilities	512.55	2,500.00	20.5%
8426 · Advertising & Marketing	13,788.30	20,000.00	68.9%
8426-1 · Dues & Subscriptions	225.00	500.00	45.0%
8426-2 · A Town Throw Down	430.00	0.00	100.0%
8427 · Telephone & Internet Service	1,477.40	2,500.00	59.1%
8428 · Website Develop. & Maint.	0.00	1,000.00	0.0%
8429 · Building Insurance	5,821.25	9,000.00	64.7%
8430 · City of Arlington Insitu Lease	10,800.00	21,600.00	50.0%
8430-1 · Feasibility Studies	0.00	1,000.00	0.0%
8430-2 · Grant Match	0.00	1,000.00	0.0%
8430-3 · Business Start Up Program	10,000.00	20,000.00	50.0%

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '19 - Jun 20	Budget	% of Budget
8430-4 · Property Taxes	1,231.62	0.00	100.0%
8439 · Contingency	0.00	19,496.00	0.0%
Total MATERIALS AND SERVICES	50,895.52	126,096.00	40.4%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	0.00	17,000.00	0.0%
8432 · Engineering & Surveying	8,520.00	45,000.00	18.9%
8435 · Building Construction	0.00	60,000.00	0.0%
Total CAPITAL OUTLAY	8,520.00	122,000.00	7.0%
DEBT SERVICE			
8441 · Loan - Principal	5,482.09	9,533.00	57.5%
8442 · Loan - Interest	1,601.81	2,611.00	61.3%
Total DEBT SERVICE	7,083.90	12,144.00	58.3%
8400 · ECON.DEVELOP.FUND EXPENSES - Other	53.79		
Total 8400 · ECON.DEVELOP.FUND EXPENSES	129,772.22	394,340.00	32.9%
RESERVE FUND EXPENSES			
9500 · Repair, Maint., Grant Match	0.00	62,891.00	0.0%
Total RESERVE FUND EXPENSES	0.00	62,891.00	0.0%
Total Expense	249,897.27	2,358,435.00	10.6%
Net Ordinary Income	2,158,937.86	0.00	100.0%
Net Income	2,158,937.86	0.00	100.0%

EXHIBIT "A"

HARASSMENT PREVENTION POLICY

The Port of Arlington ("Port") prohibits harassment of any kind or sexual assault in the workplace, or harassment or sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, the Port prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with the Port Manager, at any time if they have questions relating to the issues of discrimination, harassment, or bullying.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during Port related or sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of the Port's employees. ***Such harassment is prohibited whether committed by Port employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).***

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

Port policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Such harassment may include verbal, written, or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on Port property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

Complaint Procedure

Employees, volunteers, or interns who have experienced a sexual assault, any harassment, or discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of the Port Manager or the Port Board President, or a supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the Port's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the Port will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the Port's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the Port cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years).

Further, before an employee can take any legal action against the Port, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims has caused him/her harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

The Port has developed the following policies and procedures for the prompt investigation of a report of workplace harassment:

- Records of workplace harassment will be maintained in conformance with Oregon Public Records Law and shall be kept in a manner that preserves confidentiality;
- The Complaint Procedure outlined herein shall be used in conjunction with the provisions of Senate Bill 479 and relevant Oregon Statutes in processing complaints;
- The contacts stated in the Complaint Procedure are responsible for receiving reports of prohibited conduct; and
- The Port will follow up with a complainant of alleged harassment once every three months for the calendar year following the date on which the employer received a complaint of harassment to determine whether the alleged harassment has stopped or if there has been any retaliation, unless the complainant objects to such follow up in writing.

Protection Against Retaliation

The Port prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, or harassing, discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to the Port Manager or the Port Board President or any supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

Other Resources Available to Employees

The Port may provide an Employee Assistance Program (EAP) to employees and dependents who desire counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others. Please inquire with the above stated supervisor contacts for further details.

The Port cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing his/her experience.

The Port is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the Port to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the Port regarding his/her experience and/or employment status, the employee should contact the Port Manager. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the Port and employee do reach an agreement, the Port will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about his/her experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the Port or making comments that would lower the Port in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the Port and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

RESOLUTION No. 2019-144

A RESOLUTION OF THE PORT OF ARLINGTON ESTABLISHING A NO-HARASSMENT POLICY AND STATEMENT OF EMPLOYEE RIGHTS THAT SEEKS TO PREVENT WORKPLACE HARASSMENT

WHEREAS, Oregon Senate Bill 479 requires public employers to establish and adopt a written policy that seeks to prevent workplace harassment that occurs between employees or between an employer and an employee in the workplace or at a work related event;

WHEREAS, the Port of Arlington ("Port") desires to adopt the policy attached as Exhibit "A" to comply with Senate Bill 479; and

WHEREAS, the policy will be added to the Port's employee handbook and distributed to all employees.

NOW, THEREFORE, BE IT RESOLVED by the Port of Arlington that:

The Port approves and adopts the policy attached as Exhibit "A" as a revision to the Port of Arlington Employee Handbook Harassment Prevention Policy. The Port Board directs that the policy shall be included in all versions of the Handbook and a copy of the policy shall be provided to all current employees.

This resolution shall become effective upon adoption.

ADOPTED by the Port of Arlington this _____ day of January, 2020.

Ronald D. Wilson, Board President

Port Manager/ Economic Development Report February 4, 2020

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.*

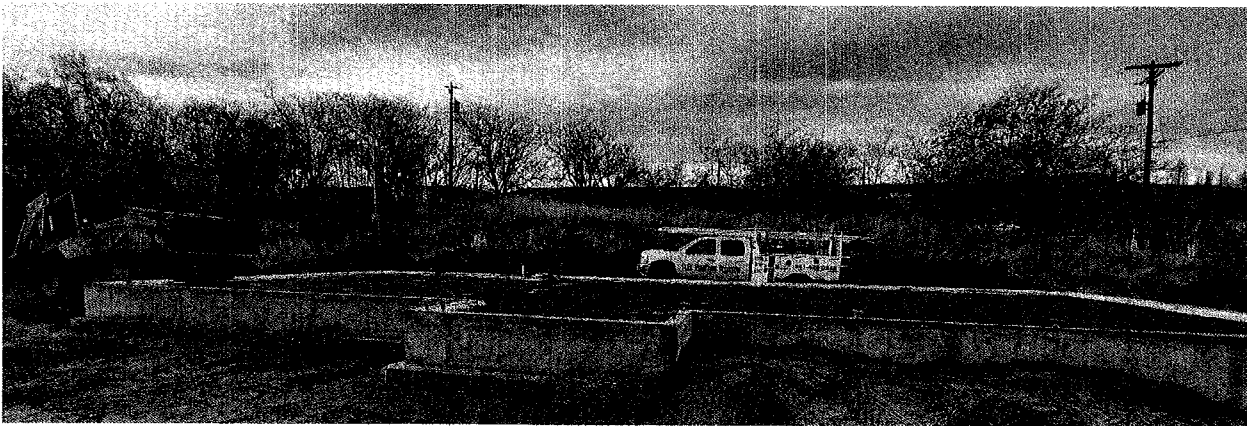
This report covers recent activities of the Port of Arlington including developments at the Port's various properties and industrial parks.

Administration

Staff has completed end of year tax statements and has begun preparing for the upcoming budget season including timelines, workshops, and estimating funding needs for the upcoming fiscal year.

Railroad Avenue

The Depot project is well under way. China Creek Construction has completed the foundation and footers. Plumbers are in doing their preparation work before the slab concrete slab is poured. Temporary power has been installed to the site with neighboring landowner agreeing to provide electrical easement to a very small distance across the property boundaries to the transformer pole on the back side of the lot.

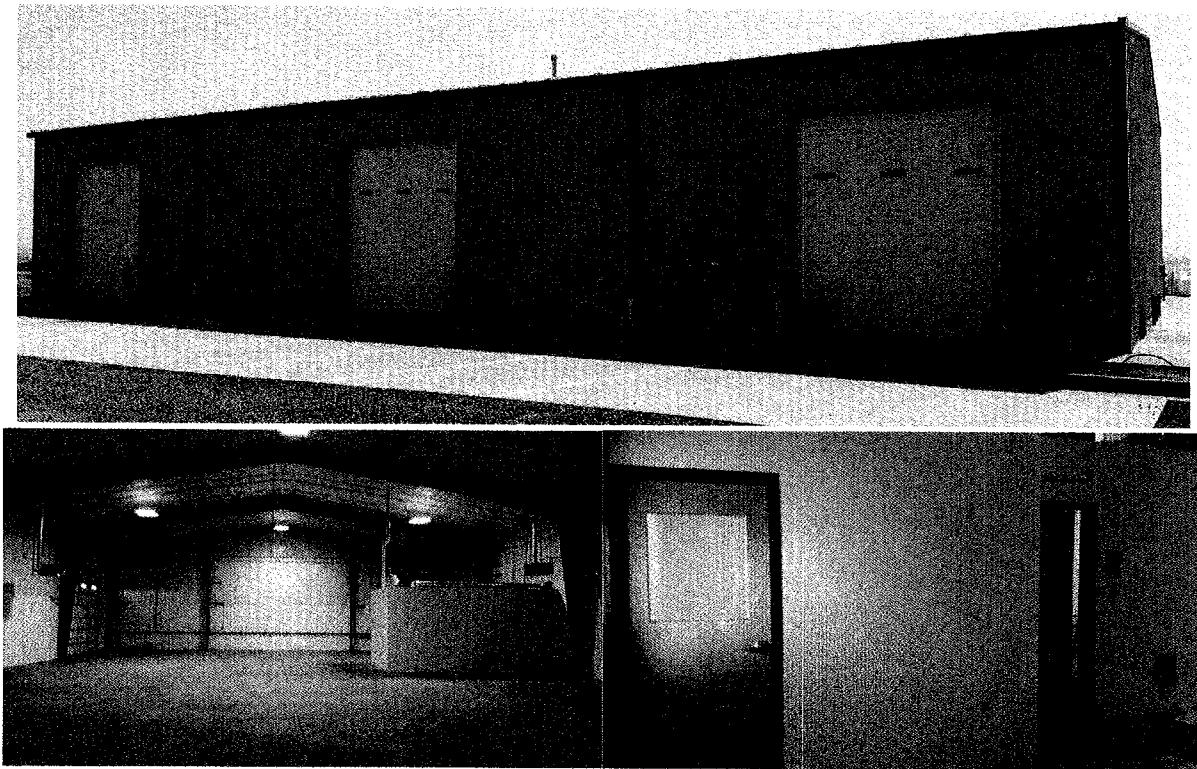


The project will create a new office building for the local short line rail operator, Watco. The building is designed to resemble a railroad depot. The building designed was by Vernon Grey, Vernon Grey Designs of Condon. The site engineering was performed by Jeff Schott, Pillar Consulting of Condon. The facilities construction is by China Creek Contractors of Arlington.

China Creek Construction is a new construction company based in Arlington spun off of China Creek Properties. Port staff facilitated the project for development on the Port's Railroad Avenue property. The facility should be completed by early summer.

Economic Development

The Port's Flex Building property at Arlington Mesa Industrial Park is available for lease. Current tenant is consolidating operations and no longer needs the space. This is a 6,000' flexible space industrial building. Port will lease 1,000 square feet or all 6,000 square feet. Tenants can move right in. Six roll up doors offer drive thru capability for truck repair or other services. Three phase power and fiber internet service are into building. Office and bathroom installed. The property is located in close proximity to interstate 84, Class I rail, major electrical power transmission lines, the Columbia River barge system, and numerous fiber optic service providers including Wind Wave, Century Link, LS Networks, ATVC, Zayo and others. This offering represents a unique opportunity that can accommodate a variety of projects including truck, crane, or wind service facility, manufacturing facilities and other developments.



Flex Building available for Lease - Property Highlights • 6,000' sq. ft. Flexible space building. 1,000 – 6,000 sq. ft. available • Industrial M2 zoned property • Larger industrial development sites are available.

Up Coming Dates:

January 31 – Condon City Council work session, Condon City Hall, Noon
February 3 – Lower John Day Area Transportation Council, Rufus, 10 a.m.
February 4th – Port of Arlington Board of Commissioners, Arlington, 5 p.m.
February 5th – Arlington City Council, 6:30 p.m.
February 13th – Condon Chamber Mixer, Hotel Condon, 5:30 p.m.
February 20th – Pioneer CDC, 2:00 p.m., Condon
February 24th – Arlington Chamber, 6:30 p.m.

kelly.margheim@portofarlington.com

From: Elizabeth Farrar <elizabeth.farrar@co.gilliam.or.us>
Sent: Tuesday, December 17, 2019 7:03 PM
To: 'Kelly Margheim'; peter.mitchell@portofarlington.com
Subject: Proposed Willow Creek Resolution

Flag Status: Flagged

Good evening Kelly,

Could you please forward the following email to the Port Commissioners? Thank you for your assistance!

Dear Port Commissioners,

Earlier this month, I met with President Ron Wilson to discuss the Port of Arlington's payment obligations under the *Intergovernmental Agreement for Reimbursement to County by Port for County Improvements and Advances* dated November 3, 2006 ("IGA"). As you are aware, the IGA concerns the Willow Creek Project.

During our conversation, I identified a potential resolution for the disagreement between Gilliam County and the Port concerning the Port's payment obligations under the IGA. Per Ron's request, below I have briefly summarized the proposed resolution to facilitate a discussion between our respective governing bodies.

1. The IGA will be amended to reflect the current status of the Willow Creek project. The IGA will be further amended to define a new relationship between the County and Port, including, without limitation, the Port's payment of the \$750,000 owed the County under the IGA (the "Outstanding Balance").
2. The Port will pay the County a mutually agreed upon percentage of the Outstanding Balance (the "Payment Amount"). To assist in the Port's continued financial stability, the Payment Amount may be paid in cash payments over a mutually acceptable installment period (rather than one lump sum payment). The Port's payment terms will be contained in the amended IGA.
3. The Port will satisfy its remaining payment obligation (i.e., the difference between the Outstanding Balance and Payment Amount (the "Unpaid Balance")) to the County by funding, in an amount equal to the Unpaid Balance, a mutually agreed upon economic development project (the "Project"). The Project must be designed and intended to benefit Gilliam County businesses and citizens. The details of the Project will be contained in the amended IGA.
4. The County will consider the Port's payment of the Outstanding Balance satisfied after the Port's (a) payment of the Payment Amount, (b) contribution of the Unpaid Balance to the Project, and (c) satisfactory completion of the Project. The Port will be responsible for all costs and expenses related to the Project's completion.

Be advised that this email is intended to simply summarize and communicate a proposed solution to the pending disagreement between the County and Port. This email does not create, grant, or impose any legal obligations on the County or waive, release, or modify the County's rights or remedies under the IGA.

I am planning on attending the Port's January 14th Commission meeting to discuss this proposed resolution further and to answer any questions you may have. I look forward to working with you all to reach a mutually agreeable resolution to this matter.

Hope you have a wonderful holiday season!

Sincerely,

Liz

Elizabeth A. Farrar
Gilliam County Judge

221 S. Oregon Street
PO Box 427
Condon, OR 97823

(541) 384-3303