



AGENDA

Thursday, May 18, 2023 - 5:00 pm

Meeting Location: City of Condon, 128 South Main St, Condon, OR 97823

Join Zoom Meeting

<https://us02web.zoom.us/j/85648511236>

Meeting ID: 856 4851 1236

+16699006833,,85648511236# US (San Jose)

+12532158782,,85648511236# US (Tacoma)

Former Condon Grade School Tour

Thursday, May 18, 2023 - 5:00 pm

In-Person Only (No Zoom link)

Strategic Business Plan Workshop

Thursday, May 18, 2023 – Approximately 5:30 pm

Regular Commission Meeting Agenda

Immediately following Workshop

- 1. Call Meeting to Order**
- 2. Public Comment on Non-Agenda Items**
- 3. Additions to the Agenda**
- 4. Consent Agenda**
 - A. Approve Regular Meeting Minutes and Budget Workshop for April 13, 2023
 - B. Approve April 2023 Accounts Payable and Financials
- 5. Director Report**
 - A. Tour Condon Grade School at 5 pm
 - B. Strategic Business Plan Workshop at approximately 5:30
 - C. Public Records Requests
 - D. Port Proctor Parcel
 - E. Willow Creek
 - F. Updated Employee Work Time Policy
 - G. Website Proposal
 - H. Surplus Vehicle
- 6. President Report**
- 7. Commissioner Reports**
8. Executive Session (*Placeholder*) ORS 129.660(2)(e) – To conduct deliberations with persons designated by governing body to negotiate real property transactions.
9. Decision or deliberations on Real Estate Transactions (*Placeholder*).
- 10. Next Meeting – Budget Hearing – Thursday, June 8, 2023, 5 p.m. at Port Office in Arlington.**
- 11. Adjourn Meeting**

Environmental Sentry Corp Meeting Agenda

Immediately following Port Commission Meeting

- 1. Call Meeting to Order**
- 2. Approve Sentry Meeting Minutes for April 13, 2023**

This meeting location is accessible to persons with disabilities. A request for special accommodations should be made at least 48 hours before the meeting by phone at (541) 705-2004.

Posted: Port Office and Website. www.portofarlington.com

**PORT OF ARLINGTON
BUDGET COMMITTEE MEETING MINUTES**

The meeting was called to order by Chair Shannon at 5: 03 pm in the Port Office Building, 100 Port Island Way, Arlington, Oregon on Thursday, April 13, 2023.

Nominations

Nominations were made for Committee President. Elected by vote: Tim Wetherell.
Nominations were made for Committee Secretary. Elected by vote: DENISE BALL.

Attendance

Present at the meeting were:

Leah Shannon	<input checked="" type="checkbox"/>	Denise Ball	<input checked="" type="checkbox"/>	Jed Crowther	<input checked="" type="checkbox"/>
Ron Wilson	<input checked="" type="checkbox"/>	Larry Hardie	<input type="checkbox"/>	Kayla Rayburn	<input checked="" type="checkbox"/>
Kathryn Greiner	<input checked="" type="checkbox"/>	Tim Wetherell	<input checked="" type="checkbox"/>	Cori Mikkalov	<input checked="" type="checkbox"/> via Zoom
Gibb Wilkins	<input type="checkbox"/>	Denny Newell	<input type="checkbox"/>		
Kip Krebs	<input checked="" type="checkbox"/>	Louis Rucker	<input checked="" type="checkbox"/>		

Budget Message & Proposed Budget

The Budget Message was shared, and the Proposed Budget was presented by staff.

Letter from Les Ruark

Discussion was held on the Budget Message and Proposed Budget.

Motions

1. With a motion by Denise Ball, seconded by Ron Wilson, the Budget Committee approved the permanent tax rate of \$0.1425 per thousand.
Roll Call Vote: unanimous

2. The Proposed Budget was approved (or amended and approved) with a motion by Kathryn Greiner, seconded by Leah Shannon.
Roll Call Vote: unanimous

Adjournment

The Budget Committee meeting was adjourned at 6:15 pm.

Tim Wetherell
President

Denise Ball
Secretary

Budget Workshop Agenda

Thursday, April 13, 2023, 5:00pm

- 1. The Port of Arlington Budget Workshop meeting was called to order at 5:03pm by President Leah Shannon.**

Present: President Leah Shannon, Vice President Ron Wilson (Arrived 5:08pm); Commissioners: Kathryn Greiner, Kip Krebs; Port Director Jed Crowther, and Administrative Assistant Kayla Rayburn; Budget Committee: Denise Ball, Tim Wilkins, and Louie Rucker.

Absent: Commissioner Gibb Wilkins; Budget Committee: Denny Newell, Larry Hardie.

Audience: Cori Mikkalo (via Zoom)

2. Budget Message & Proposed Budget

President Shannon stated the Budget Committee received an email from Les Ruark that was requested to be read into the minutes. She then read Mr. Ruarks email in its entirety with questions/suggestions he had for the budget committee to consider in this years upcoming budget. Crowther then gave an overview of his budget message to the committees, and asked if there were any questions.

3. Committee Review & Input

Budget officer Rayburn went through the budget page by page with the Committee members. Stating the logic for increases or decreases in amounts compared to the previous fiscal year. The committee gave input and made changes to the budget where they deemed necessary and implemented some of the suggestions made by Mr. Ruarks email in the consulting categories.

4. Budget Motions

a. Permanent Tax Rate

Motion: Denise Ball made the motion and seconded by Ron Wilson for the Budget Committee to approve the permanent tax rate of \$0.1425 per thousand. Motion carried unanimously.

b. Proposed Budget

Motion: Kathryn Greiner moved, and Leah Shannon seconded to approve the proposed budget with the amendments made by the budget committee. Motion carried unanimously.

5. Adjourn Meeting

Budget Committee President Tim Wetherell adjourned The Port of Arlington Budget Workshop meeting at 6:15pm.

President Leah Shannon

Vice President Ron Wilson

Regular Commission Meeting
Thursday, April 13, 2023, MINUTES 6:00PM
Port Office, 100 Island Park Rd., Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 6:25pm by President Shannon.

Present: President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner and Kip Krebs; Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn

Absent: Gibb Wilkins

Audience: Cori Mikkalo, Brittany Dark, and County Commissioner Pat Shannon.

2. Public Comment-

2.1 County Commissioner Shannon: FEMA is implementing a national flood insurance program. He wanted the Port to know if they had any property in the flood zone it would need to be developed now, before this new program went into effect. The Hotel property in Arlington would need to be developed now before FEMA implements the new regulations. He stated He has been in contact with the city of Arlington's mayor.

3. Additions to the Agenda

none

4. Consent Agenda

4.1 approve Regular Meeting minutes for March 9 & Special Meeting Minutes for March 16, 2023

4.2 Approve March 2023 Accounts Payable and Financials

Motion: Greiner moved, and Krebs seconded to approve the Regular Meeting Minutes for March 9 & Special Meeting Minutes for March 16, 2023, and the March 2023 Accounts Payable and Financials.

5. Director Report

5.1 Proctor Property Update

The Annexation application was submitted to the city of Arlington and is planned for the May 3, city council meeting. Reviewed proposals/work orders by survey firms (Armstrong Surveying, Inc. and Anderson Perry & Associates, Inc.) and requested approval to keep moving forward. Crowther stated the focus is to first create new tax lots by partition plat so the port would then be able to sell the house and shop. Questions regarding lots/sizes of lots.

Motion: Greiner moved, and Wilson seconded to except and approve the proposal with Anderson and Perry, Inc., for the surveying of the Proctor property.

5.2 Sheriff Building-Preliminary Design

Crowther stated that a preliminary design was drawn up and included in the packet, Sherriff Bettencourt has seen the design and changed it upon his input. There has not been a formal agreement with the Sheriff's department or the county to confirm construction. He is recommending moving forward with the next phase of the construction designs allowing the Sheriffs department to work on their budget and come up with an arrangement. It was the consensus of the board that moving forward would be acceptable at this time, and then negotiate arrangements.

Motion: Wilson moved, and Greiner seconded to approve preparation of layout/construction plans by Vernon Grey Design in an amount not-to-exceed \$8,594. Motion carried unanimously.

5.3 "Arlington" sign & Lighting Repair

Still waiting on an estimate for the repairs that will be performed. Crowther received an email from the company out of Pendleton and they had a family emergency but are still interested in providing a quote once everything has been handled. The Port commissioners can review it once it is provided. Crowther will also go back and gather information about the original agreement between MCP, the Port, and the City of Arlington

5.4 Draft Updated Employee Work Time Policy, Resolution 2023-154

Crowther just wanted to update some of the clarity on the employee work time policy in the Employee Handbook. He provided a draft for the commissioners to review. He will provide a word doc. To all the commissioners so they can make corrections/suggestions and send it back. It will be up for approval at the May meeting.

5.5 Marina Water Conditions

Concerns were raised about the water conditions in the swimming area of the marina. There is a large amount of seaweed accumulated in the swimming area of the city park, and who's responsible for it. It was generally decided that anything in the water is usually the Corp of Engineers' responsibility.

5.6 Strategic Business Plan-Draft Goals and Priorities

Cori Mikkalo prepared the attached draft goals, Crowther inserted draft priorities. He asked the commissioners to review and prepare feedback at the next strategic planning meeting. It was decided that the next Strategic Business Planning meeting would be in Condon, at the Condon City Hall. The meeting will be held on May 18, at 5:30pm. The commissioners also decided to move the Regular Commissioners meeting to fall on the same day and location in May. The Regular commissioners meeting would also be held on May 18, 2023, at 5:00pm, at the City of Condon's City Hall.

6. Presidents Report

President Shannon was hoping to have a report of PCDC on housing, but unfortunately the meeting was canceled due to no quorum. The ballpark property they were looking to purchase and develop on, as well as the other available lots were all purchased by private developers. Jeff shot stated there were some lots owned by the county, but one lot was partially in a flood plain they could look at for potential development. At this time PCDC is not moving forward on any projects. She was with staffers from the governor's office, and there was a discussion on housing, the group with regional solutions.

7. Commissioner Reports

7.1 Krebs: Last meeting we talked about using the dozer they have on their property, but after discussions with Dewey the soonest the grindings will potentially be moved is this summer. He started today on the city basketball courts and removed the old standings/hoops due to the city's backhoe is in the shop. They were able to rip the old hoops out today, and the concrete guys can start their work next week.

7.2 Wilson: nothing to report.

7.3 Greiner: Nothing to report but would like to put on the May agenda to approve the employee handbook session.

8. Executive Session ORS 129.660(2)(e): NOT NEEDED

9. Next Meeting

It was decided to move the next Regular Commissioners meeting from Thursday, April 11, at 5:00pm, at the Port of Arlington's Office, to Thursday, May 18, 2023, 5pm, at the City of Condon's City Hall.

10. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 7:10pm.

President Leah Shannon

Vice President Ron Wilson

ENVIROMENTAL SENTRY CORP
Thursday, April 13, 2023 7:00pm
Port Office, 100 Island Park Rd., Arlington, OR

1. The Port of Arlington Environmental Sentry Corp meeting was called to order at 7:11 pm by Vice President Krebs.

2. Agreement Regarding Transfer of Real Property and Abatement

(City of Condon approved the attached Agreement and the Bargain and Sale Deed on April 5, 2023.) Kathryn Greiner stated she works for the city of Condon, but she is getting no financial gain from the deal so there is no conflict. She then stated the city will continue to maintain the weeds/grass for the property. The play shed would be shut down to the public during the abatement, and the city would ask for permission and be responsible for unlocking/locking up if the public were approved the use of it by the Sentry Corp. Discussion followed if the Port would continue use of the play shed to the public. Jed will check with the insurance regarding liability or insurance wise if the public can use it. The city of Condon will also check their insurance.

Motion: Wilson moved, and Greiner seconded the approval of Agreement for the transfer of real property and abatement for the Condon grade school property. Motion carried unanimously.

3. Update Authorized Bank Account Signers

The Environmental Sentry Corps signers are not up to date at the moment. There needs to be a motion to remove past members and add new members.

Motion: Greiner moved, and Shannon seconded to remove Dewey Kennedy from the Port of Arlington Environmental Sentry Corp. checking account, and add Ron Wilson, Leah Shannon, and Jed Crowther as new signers. The motion carried unanimously.

4. Adjourn Meeting

Vice President Kip Krebs adjourned The Port of Arlington's Environmental Sentry Corp meeting at 7:26pm.

President Gibb Wilkins

Vice President Kip Krebs

PORT OF ARLINGTON
Balance Sheet
As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 - Beginning Cash Drawer Funds	100.00
1001 - Bank of E/O - Checking	798,215.35
1003 - LGIP Investment A/C	1,022,999.36
1004 - Reserve Fund	79,529.62
1005 - Municipal Money Market Account	91,808.76
Total Checking/Savings	1,992,653.09
Accounts Receivable	
1200 - Accounts Receivable	-21,707.64
Total Accounts Receivable	-21,707.64
Other Current Assets	
1201 - AR Audit	16,474.51
1210 - Property Tax Receivable	-1,907.23
1300 - Prepaid Expense	5,718.75
Total Other Current Assets	20,286.03
Total Current Assets	1,991,231.48
Other Assets	
1006 - Cash With County	721.40
Total Other Assets	721.40
TOTAL ASSETS	1,991,952.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	139,245.42
2000 - Accounts Payable	139,245.42
Total Accounts Payable	139,245.42
Other Current Liabilities	
2002 - AP Audit	-2,724.48
2100 - Payroll Liabilities	67,362.27
2110 - Deferred Rev. - Property Taxes	3,642.20
2111 - Direct Deposit Liabilities	-14,693.98
Total Other Current Liabilities	53,586.01
Total Current Liabilities	192,831.43

2:16 PM

05/16/23

Cash Basis

PORT OF ARLINGTON
Balance Sheet
As of April 30, 2023

	Apr 30, 23
Total Liabilities	192,831.43
Equity	
3110 - Retained Earnings	1,657,635.92
Net Income	141,485.53
Total Equity	1,799,121.45
TOTAL LIABILITIES & EQUITY	<u>1,991,952.88</u>

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual-packet
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5200 · Gronquist Resources		35,375.00	-35,375.00	0.0%
5203-3 · Richter's Property taxes	2,000.00			0.0%
5203-1 · Richter Lease	6,750.00			0.0%
5217 · Grant County	0.00	100.00	-100.00	0.0%
5216 · Donations / Gifts	0.00	1,000.00	-1,000.00	0.0%
5215 · Unanticipated Grant	0.00	10,000.00	-10,000.00	0.0%
5214 · Tax Reserve Triple Net	0.00	9,000.00	-9,000.00	0.0%
5213 · Office Space #4	0.00	7,000.00	-7,000.00	0.0%
5212 · Office Space Lease #3	8,200.00	12,300.00	-4,100.00	66.7%
5211 · Office Space Lease #2	0.00	20,000.00	-20,000.00	0.0%
5210 · Office Space Lease #1	0.00	1,500.00	-1,500.00	0.0%
5207 · Cleaning Fee Deposit	0.00	0.00	0.00	0.0%
5206 · Kitchen Rental	0.00	0.00	0.00	0.0%
5205 · China Creek Room Rental	0.00	0.00	0.00	0.0%
5204 · Colimbia Room Rental	790.00	3,500.00	-2,710.00	22.6%
5203 · Shannon Lease	15,750.00	25,000.00	-9,250.00	63.0%
5202 · Transfer In From General Fund	0.00	0.00	0.00	0.0%
Total 5200 · Gronquist Resources	33,490.00	124,775.00	-91,285.00	26.8%
GENERAL FUND RESOURCES				
Beginning Fund Balance	38,043.20	1,665,570.00	-1,665,570.00	0.0%
4000 · Carryover Balance	0.00	126.44	126.44	100.0%
4010 · Taxes-Current	126.44	3,500.00	140,730.08	4,120.9%
4011 · Taxes-Prior	144,230.08	0.00	244.83	100.0%
4020 · Interest - NOW Checking	244.83	0.00	1,747.82	100.0%
4021 · Interest - Best A/C	1,747.82	0.00	9,445.02	234.9%
4022 · Interest - LGIP A/C	16,445.02	7,000.00	-4,950.00	25.0%
4030 · Land Rental	1,650.00	6,600.00		
4040 · Management Fees	200.00			
4050 · Grain Elevator Lease Pymt	118,459.81	118,460.00	-0.19	100.0%
4110 · Grants Income				
4111 · OSMB Grant	0.00	0.00	0.00	0.0%
4112 · Connect Oregon Grant	0.00	1,000.00	-1,000.00	0.0%
4113 · Gilliam County Grant	15,375.00	1,000.00	14,375.00	1,537.5%
4114 · Unanticipated Grant Funds	0.00	1,000.00	-1,000.00	0.0%
4120 · MAPS Grant	0.00	7,000.00	-7,000.00	0.0%
4110 · Grants Income - Other	0.00	0.00	0.00	0.0%
Total 4110 · Grants Income	15,375.00	10,000.00	5,375.00	153.8%
4210 · Marina Revenue				
4211 · RV Park Revenues	10,294.99	10,000.00	294.99	102.9%
4211-1 · RV Park Monthly Rent	37,980.00	0.00	37,980.00	100.0%
4211-2 · RV Park Weekly Rent	3,275.00	0.00	3,275.00	100.0%
4211-3 · RV Park Daily Rent	4,670.00	0.00	4,670.00	100.0%

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual-packet
July 2022 through June 2023

	Jul '22 - Jun '23	Budget	\$ Over Budget	% of Budget
4211-4 · RV Park Dry Camp	11,855.00	0.00	11,855.00	100.0%
4211-5 · Monthly TV	0.00	0.00	0.00	0.0%
4211 · RV Park Revenues - Other	266.22	50,000.00	-49,733.78	0.5%
Total 4211 · RV Park Revenues	58,046.22	50,000.00	8,046.22	116.1%
4213 · Marina Fuel Revenue				
4213-2 · Gasoline Sales	787.54	0.00	787.54	100.0%
4213-1 · Diesel Sales	1,189.21	0.00	1,189.21	100.0%
4213 · Marina Fuel Revenue - Other	16,298.40	15,000.00	1,298.40	108.7%
Total 4213 · Marina Fuel Revenue	18,275.15	15,000.00	3,275.15	121.8%
4214 · Marina Power and Water Revenue				
4340 · Willow Creek Rock Sales	971.25	250.00	721.25	388.5%
4350 · Willow Creek Lease Revenue	0.00	0.00	0.00	0.0%
4400 · Donations/Gifts	5,000.00	11,200.00	-6,200.00	44.6%
4211-6 · shower Donation	208.54			
4400 · Donations/Gifts - Other	30.00	100.00	-70.00	30.0%
Total 4400 · Donations/Gifts	238.54	100.00	138.54	238.5%
4500 · Miscellaneous Income	1,331.50	100.00	1,231.50	1,331.5%
Total GENERAL FUND RESOURCES	430,679.85	1,897,780.00	-1,467,100.15	22.7%
5000 · ECONOMIC DEVELOP FUND RESOURCES				
5034 · Taxes Collected for Triple Net	6,470.00	9,500.00	-3,030.00	68.1%
5005 · Carryover (cash basis)	0.00	359,349.00	-359,349.00	0.0%
5030 · Land Rental Mesa	0.00	1,000.00	-1,000.00	0.0%
5031 · Building Lease 11-002	162,838.78	100,000.00	62,838.78	162.8%
5032 · Building Lease 11-004	7,500.00	18,000.00	-10,500.00	41.7%
5033 · Flex Bldg Lease	30,250.00	39,000.00	-8,750.00	77.6%
5113 · Grants - Gilliam County	0.00	1,000.00	-1,000.00	0.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	-1,000.00	0.0%
5130 · SIP Funds	0.00	25,000.00	-25,000.00	0.0%
5600 · Transfer from General Fund	0.00	400,000.00	-400,000.00	0.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOUR...	207,058.78	953,849.00	-746,790.22	21.7%
RESERVE FUND RESOURCES				
9000 · Reserve Fund Beginning Balance	0.00	77,948.00	-77,948.00	0.0%
9001 · Transfer from General Fund	0.00	11,846.00	-11,846.00	0.0%
9002 · Interest Earned Reserve Fund	1,514.05	400.00	1,114.05	378.5%
Total RESERVE FUND RESOURCES	1,514.05	90,194.00	-88,679.95	1.7%
Total Income	672,742.68	3,066,598.00	-2,393,855.32	21.9%
Expense				
8500 · Gronquist Fund Expenses				

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual-packet
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
GRONQUIST CAPITOL OUTLAY				
8633 · Grant Match Gilliam County	7,200.00	0.00	7,200.00	100.0%
8632 · Tenant Improvement/Building Imp	0.00	45,125.00	-45,125.00	0.0%
8631 · Land Improvement & Development	0.00	1,000.00	-1,000.00	0.0%
Total GRONQUIST CAPITOL OUTLAY	7,200.00	46,125.00	-38,925.00	15.6%
8630 · CONTINGENCY				
Materials and Services	0.00	24,650.00	-24,650.00	0.0%
8539 · Misc	0.00	0.00	0.00	0.0%
8538 · Cleaning Fee Reimbursed	0.00	1,500.00	-1,500.00	0.0%
8537 · Bad Dept Write Off	0.00	100.00	-100.00	0.0%
8536 · Property Taxes	0.00	5,000.00	-5,000.00	0.0%
8535 · Advertising	0.00	1,000.00	-1,000.00	0.0%
8534 · Donations	0.00	100.00	-100.00	0.0%
8533 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
8532 · Pest Control / Fertilizer	0.00	300.00	-300.00	0.0%
8531 · Alarm Monitoring	648.00	800.00	-152.00	81.0%
85230 · Building Maintenance	5,933.12	0.00	5,933.12	100.0%
8529 · Fire Suppression System Inspec	743.23	3,800.00	-3,056.77	19.6%
8528 · Supplies	505.45	1,500.00	-994.55	33.7%
8527 · Telephone and Internet	640.00	800.00	-160.00	80.0%
8526 · Audit, Budget, Legal Notices	0.00	500.00	-500.00	0.0%
8521-1 · Credit Card Fees	16.69	0.00	16.69	100.0%
8525 · Dues / Subscriptions / Fees	95.00	1,000.00	-905.00	9.5%
8524 · Insurance - Treasurer Bond	0.00	3,000.00	-3,000.00	0.0%
8523 · Legal Fees	945.00	1,000.00	-55.00	94.5%
8522 · Office Supplies and Equipment	974.88	1,000.00	-25.12	97.5%
8521 · Utilities	8,471.54	10,000.00	-1,528.46	84.7%
Total Materials and Services	18,572.91	32,400.00	-13,827.09	57.3%
Personnel Services				
8514 · Employee Benefits - Retirement	0.00	1,650.00	-1,650.00	0.0%
8513 · Employee Benefits Insurance	0.00	4,200.00	-4,200.00	0.0%
8512 · Workers Comp Insurance	0.00	550.00	-550.00	0.0%
8511 · Payroll Taxes	0.00	2,000.00	-2,000.00	0.0%
8510-3 · Maintenance	2,287.44	13,100.00	-10,812.56	17.5%
8510-2 · Event Coordinator	0.00	100.00	-100.00	0.0%
8510-1 · Administrative Assistant	0.00	0.00	0.00	0.0%
8510 · Port Manager	0.00	0.00	0.00	0.0%
Total Personnel Services	2,287.44	21,600.00	-19,312.56	10.6%
8500 · Gronquist Fund Expenses - Other				
Total 8500 · Gronquist Fund Expenses	28,060.35	124,775.00	-96,714.65	22.5%
6560 · Payroll Expenses	202,957.55	0.00	202,957.55	100.0%

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual-packet
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
GENERAL FUND EXPENSES				
ADMINISTRATION EXPENSES				
6000 · Personal Services - AD				
6008 · Port Manager	7,630.62	45,500.00	-37,869.38	16.8%
6009 · Administrative Assistant	7,374.40	45,000.00	-37,625.60	16.4%
6011 · Payroll Taxes - Staff	2,522.49	14,000.00	-11,477.51	18.0%
6012 · Training	408.17	2,500.00	-2,091.83	16.3%
6013 · Workmens Compensation	0.00	1,100.00	-1,100.00	0.0%
6015 · Employee Benefits Insurance	92,634.04	53,600.00	39,034.04	172.8%
6016 · Employee Benefits Retirement	3,619.91	11,500.00	-7,880.09	31.5%
6000 · Personal Services - AD - Other	10,577.41			
Total 6000 · Personal Services - AD	124,767.04	173,200.00	-48,432.96	72.0%
6100 · Materials and Services - AD				
6110 · Internet Service	0.00	0.00	0.00	0.0%
6111 · Utilities	3,417.67	4,000.00	-582.33	85.4%
6112 · Office Supplies and Equipment	3,759.78	6,112.00	-2,352.22	61.5%
6113 · Legal Fees	4,188.76	8,000.00	-3,811.24	52.4%
6114 · Insurance, Treasurer Bond	0.00	500.00	-500.00	0.0%
6115 · Dues, Subscriptions, Fees				
6115-1 · Credit Card Fees	2,688.94	3,800.00	-1,111.06	70.8%
6115 · Dues, Subscriptions, Fees - Other	3,582.70	7,000.00	-3,417.30	51.2%
Total 6115 · Dues, Subscriptions, Fees	6,271.64	10,800.00	-4,528.36	58.1%
6116 · Audit, Budget, Legal Notices	554.50	10,000.00	-9,445.50	5.5%
6117 · Telephone and Internet SV.	2,170.12	2,000.00	170.12	108.5%
6118 · Advertising - AD	0.00	250.00	-250.00	0.0%
6119 · Commissioner Fees/Expenses	1,551.84	3,000.00	-1,448.16	51.7%
6120 · Medi/SS for Commissioners	0.00	300.00	-300.00	0.0%
6121 · Donations	600.00	1,000.00	-400.00	60.0%
6122 · Meetings and Elections	482.32	2,000.00	-1,517.68	24.1%
6123 · Miscellaneous - AD	448.02	200.00	248.02	224.0%
6124 · Consultant Services	0.00	1,000.00	-1,000.00	0.0%
6125 · Training	75.00			
6126 · Contingency	0.00	100,000.00	-100,000.00	0.0%
6127 · Commissioner Conference & Trave	0.00	3,000.00	-3,000.00	0.0%
6128 · Staff Travel/Food/Lodging	268.56	500.00	-231.44	53.7%
6129 · Postage	60.00	700.00	-640.00	8.6%
6130 · Bad Debt Write Off	0.00	100.00	-100.00	0.0%
6100 · Materials and Services - AD - Other	0.00	0.00	0.00	0.0%
Total 6100 · Materials and Services - AD	23,848.21	153,462.00	-129,613.79	15.5%
6150 · Capital Outlay - AD				
6151 · Land/Improvements/Developments	0.00	100,000.00	-100,000.00	0.0%
6152 · Engineering and Survey	0.00	50,000.00	-50,000.00	0.0%

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual-packet
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6154 · Office Equipment	760.70			
Total 6150 · Capital Outlay - AD	760.70	150,000.00	-149,239.30	0.5%
6170 · Transfers Out of General Fund	0.00	411,846.00	-411,846.00	0.0%
Total ADMINISTRATION EXPENSES	149,375.95	888,508.00	-739,132.05	16.8%
ISLAND PARK				
6600 · Personal Services				
6615 · Employee Retirement	0.00	1,650.00	-1,650.00	0.0%
6614 · Employee Benefits	0.00	4,200.00	-4,200.00	0.0%
6610 · Maintenance Person	2,287.44	13,100.00	-10,812.56	17.5%
6611 · Payroll Taxes	0.00	2,000.00	-2,000.00	0.0%
6612 · Worker's Comp Insurance	0.00	550.00	-550.00	0.0%
6613 · Other	0.00	0.00	0.00	0.0%
Total 6600 · Personal Services	2,287.44	21,500.00	-19,212.56	10.6%
6620 · Materials & Services				
6621 · Water Fees	0.00	5,000.00	-5,000.00	0.0%
6622 · Sanitation	815.00	1,500.00	-685.00	54.3%
6623 · Comfort Station Supplies	864.93	3,000.00	-2,135.07	28.8%
6624 · Park Electricity	5,096.19	5,000.00	96.19	101.9%
6625 · Pest Control / Chem & Fert.	0.00	1,000.00	-1,000.00	0.0%
6626 · Insurance	1,957.00	2,500.00	-543.00	78.3%
6627 · Park Maintenance & Supplies	3,997.57	4,000.00	-2.43	99.9%
6628 · Miscellaneous	0.00	100.00	-100.00	0.0%
6620 · Materials & Services - Other	32.20			
Total 6620 · Materials & Services	12,762.89	22,100.00	-9,337.11	57.8%
6630 · Capital Outlay				
6636 · Marine Board Grant Match	0.00	0.00	0.00	0.0%
6635 · Grant Match Isl.Erosion Repair	0.00	0.00	0.00	0.0%
6634 · Construction Grant	0.00	0.00	0.00	0.0%
6631 · Park Improvements	851.92	5,000.00	-4,148.08	17.0%
6632 · Engineering & Surveying	0.00	500.00	-500.00	0.0%
6633 · Island Park Construction Grant	0.00	0.00	0.00	0.0%
Total 6630 · Capital Outlay	851.92	5,500.00	-4,648.08	15.5%
ISLAND PARK - Other				
	210.00			
Total ISLAND PARK	16,112.25	49,100.00	-32,987.75	32.8%
MARINA				
6700 · Personal Services				
6714 · Employee Retirement	0.00	1,100.00	-1,100.00	0.0%
6710 · Maintenance Person	1,524.96	8,800.00	-7,275.04	17.3%

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual-packet
July 2022 through June 2023

	Jul '22 - Jun '23	Budget	\$ Over Budget	% of Budget
6711 · Payroll Taxes	0.00	1,300.00	-1,300.00	0.0%
6712 · Worker's Comp Insurance	0.00	200.00	-200.00	0.0%
6713 · Other	0.00	2,800.00	-2,800.00	0.0%
6700 · Personal Services - Other	0.00	0.00	0.00	0.0%
Total 6700 · Personal Services	1,524.96	14,200.00	-12,675.04	10.7%
6720 · Materials & Services				
6721 · Marina Electricity	3,260.49	5,000.00	-1,739.51	65.2%
6722 · OMB Repairs - 1/2 MAPS	0.00	0.00	0.00	0.0%
6723 · Insurance	1,960.76	2,700.00	-739.24	72.6%
6724 · Marina Maint. & Supplies	5,023.84	5,000.00	23.84	100.5%
6725 · Miscellaneous	0.00	500.00	-500.00	0.0%
6726 · Contractual Services	1,199.00	5,000.00	-3,801.00	24.0%
6727 · Marina Fuel				
6727-2 · Marina Diesel	3,593.25	0.00	3,593.25	100.0%
6727-1 · Marina Gas	12,449.14	0.00	12,449.14	100.0%
6727 · Marina Fuel - Other	421.00	25,000.00	-24,579.00	1.7%
Total 6727 · Marina Fuel	16,463.39	25,000.00	-8,536.61	65.9%
6720 · Materials & Services - Other	19.89			
Total 6720 · Materials & Services	27,927.37	43,200.00	-15,272.63	64.6%
6730 · Capital Outlay				
6731 · Marina Improvements	375.00	100.00	275.00	375.0%
6732 · Engineering & Surveying	0.00	100.00	-100.00	0.0%
6733 · Marina Equipment	0.00	0.00	0.00	0.0%
6734 · Marina Improvements Other	0.00	100.00	-100.00	0.0%
Total 6730 · Capital Outlay	375.00	300.00	75.00	125.0%
MARINA - Other	0.00	0.00	0.00	0.0%
Total MARINA	29,827.33	57,700.00	-27,872.67	51.7%
RV PARK EXPENSES				
6314 · Employee Retirement				
6300 · Personal Services - RV	0.00	1,100.00	-1,100.00	0.0%
6310 · Maintenance Person - RV	1,524.96	8,800.00	-7,275.04	17.3%
6311 · Payroll Taxes, Maintenance - RV	0.00	1,300.00	-1,300.00	0.0%
6312 · Workmens Compensation - RV	0.00	200.00	-200.00	0.0%
6313 · Employee Benefits- RV	0.00	2,800.00	-2,800.00	0.0%
Total 6300 · Personal Services - RV	1,524.96	13,100.00	-11,575.04	11.6%
6320 · Materials & Services - RV				
6321 · Water Fees - RV	3,202.64	5,000.00	-1,797.36	64.1%
6322 · Sanitation - RV	1,623.00	2,000.00	-377.00	81.2%

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual-packet
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6323 · Electricity - RV Park	8,964.97	13,000.00	-4,035.03	69.0%
6324 · WIFI - RV	1,300.00	1,000.00	300.00	130.0%
6325 · Advertising - RV	307.00	1,000.00	-693.00	30.7%
6326 · Maintenance & Supplies - RV	532.06	5,000.00	-4,467.94	10.6%
6327 · Insurance - RV	1,957.00	2,000.00	-43.00	97.9%
6328 · Misc. - RV	0.00	250.00	-250.00	0.0%
6329 · Sewer	3,868.50	6,500.00	-2,631.50	59.5%
6330 · Donations & Gifts Expense	-11.00			
Total 6320 · Materials & Services - RV	21,744.17	35,750.00	-14,005.83	60.8%
6340 · Capital Outlay - RV				
6341 · RV Park Const Improv	0.00	100.00	-100.00	0.0%
6343 · Grant Match	0.00	100.00	-100.00	0.0%
6344 · RV Park Equipment	0.00	10,000.00	-10,000.00	0.0%
Total 6340 · Capital Outlay - RV	0.00	10,200.00	-10,200.00	0.0%
RV PARK EXPENSES - Other	-105.00	0.00	-105.00	100.0%
Total RV PARK EXPENSES	23,164.13	60,150.00	-36,985.87	38.5%
WILLOW CREEK QUARRY				
6520 · Materials & Services - WQ				
6522 · Legal Fees - WQ	84.00			
6523 · Miscellaneous - WQ	0.00	4,000.00	-4,000.00	0.0%
6524 · Travel	0.00	100.00	-100.00	0.0%
6525 · Contractual Services	1,260.00			
Total 6520 · Materials & Services - WQ	1,344.00	4,100.00	-2,756.00	32.8%
6540 · Capital Outlay - WQ				
6542 · Engineering & Surveying	0.00	48,000.00	-48,000.00	0.0%
6540 · Capital Outlay - WQ - Other	0.00	547,900.00	-547,900.00	0.0%
Total 6540 · Capital Outlay - WQ	0.00	595,900.00	-595,900.00	0.0%
Total WILLOW CREEK QUARRY	1,344.00	600,000.00	-598,656.00	0.2%
GENERAL FUND EXPENSES - Other	439.06	0.00	439.06	100.0%
Total GENERAL FUND EXPENSES	220,262.72	1,655,458.00	-1,435,195.28	13.3%
6999 · Uncategorized Expenses				
1500 · Unappropriated Ending Fund Bal.	0.00	390,694.00	-390,694.00	0.0%
Total 6999 · Uncategorized Expenses	0.00	390,694.00	-390,694.00	0.0%
8400 · ECON.DEVELOP.FUND EXPENSES				
PERSONNEL SERVICES				
8410 · Officer	7,583.32	45,500.00	-37,916.68	16.7%

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual-packet
July 2022 through June 2023

	Jul '22 - Jun '23	Budget	\$ Over Budget	% of Budget
8410-1 · Admin. Asst. 1/3	0.00	0.00	0.00	0.0%
8411 · Payroll Taxes	0.00	6,900.00	-6,900.00	0.0%
8412 · Worker's Comp Ins.	0.00	660.00	-660.00	0.0%
8413 · Employee Benefits - Insurance	0.00	2,200.00	-2,200.00	0.0%
8414 · Employee Benefits - Retirement	0.00	5,500.00	-5,500.00	0.0%
Total PERSONNEL SERVICES	7,583.32	60,760.00	-53,176.68	12.5%
MATERIALS AND SERVICES				
8421 · Travel/Food/Lodging	0.00	4,000.00	-4,000.00	0.0%
8422 · Training/Seminars/Conventions	0.00	1,000.00	-1,000.00	0.0%
8423 · Legal Fees	1,449.00	5,000.00	-3,551.00	29.0%
8424 · Office Supplies & Equipment	248.35	2,000.00	-1,751.65	12.4%
8424-3 · Consultant	6,000.00	500.00	5,500.00	1,200.0%
8425 · Utilities	0.00	3,500.00	-3,500.00	0.0%
8426 · Advertising & Marketing	988.00	1,500.00	-512.00	65.9%
8426-1 · Dues & Subscriptions	300.00	500.00	-200.00	60.0%
8426-2 · A Town Throw Down	0.00	2,100.00	-2,100.00	0.0%
8427 · Telephone & Internet Service	0.00	1,500.00	-1,500.00	0.0%
8428 · Website Develop. & Maint.	0.00	2,500.00	-2,500.00	0.0%
8429 · Building Insurance	14,283.00	15,000.00	-717.00	95.2%
8430 · City of Arlington Insitu Lease	3,600.00	0.00	3,600.00	100.0%
8430-2 · Grant Match	0.00	1,000.00	-1,000.00	0.0%
8430-4 · Property Taxes	22,575.26	11,000.00	11,575.26	205.2%
8433 · Telecom Infrastr Creation	0.00	0.00	0.00	0.0%
8439 · Contingency	0.00	102,344.00	-102,344.00	0.0%
Total MATERIALS AND SERVICES	49,443.61	153,444.00	-104,000.39	32.2%
CAPITAL OUTLAY				
8431 · Land Improvements/Development	5,000.00	617,000.00	-612,000.00	0.8%
8432 · Engineering & Surveying	5,769.00	45,000.00	-39,231.00	12.8%
8435 · Building Projects/Tenant Improv	1,365.00	65,500.00	-64,135.00	2.1%
Total CAPITAL OUTLAY	12,134.00	727,500.00	-715,366.00	1.7%
DEBT SERVICE				
8441 · Loan - Principal	8,096.00	9,839.00	-1,743.00	82.3%
8442 · Loan - Interest	2,024.00	2,306.00	-282.00	87.8%
Total DEBT SERVICE	10,120.00	12,145.00	-2,025.00	83.3%
8400 · ECON.DEVELOP.FUND EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	79,280.93	953,849.00	-874,568.07	8.3%
RESERVE FUND EXPENSES				
9500 · Repair, Maint., Grant Match	0.00	90,194.00	-90,194.00	0.0%

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual-packet
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Total RESERVE FUND EXPENSES				
Total Expense	530,561.55	90,194.00	-90,194.00	0.0%
Net Ordinary Income	142,181.13	3,214,970.00	-2,684,408.45	16.5%
Other Income/Expense		-148,372.00	290,553.13	-95.8%
Other Expense				
8600 - Environ. Sentry Corp. Projects	3,939.50			
Total Other Expense	3,939.50			
Net Other Income	-3,939.50			
Net Income	138,241.63	-148,372.00	286,613.63	-93.2%

PORT OF ARLINGTON Check Detail April 2023

Trans #	Type	Date	Source Name	Account	Original Amount
13595	Liability Check	04/27/2023	QuickBooks Payrol...	1001 · Bank of E/O ...	-11,357.54
			QuickBooks Payroll ...	2111 · Direct Deposi...	11,357.54
TOTAL					11,357.54
13592	Paycheck	04/28/2023	Crowther, Jed N	1001 · Bank of E/O ...	0.00
			Crowther, Jed N	6560 · Payroll Expe...	6,751.95
			Crowther, Jed N	6560 · Payroll Expe...	331.38
			Crowther, Jed N	6560 · Payroll Expe...	500.00
			Crowther, Jed N	6560 · Payroll Expe...	910.00
			Crowther, Jed N	2100 · Payroll Liabili...	-910.00
			Crowther, Jed N	6560 · Payroll Expe...	2,162.97
			Crowther, Jed N	2100 · Payroll Liabili...	-2,162.97
			Crowther, Jed N	6560 · Payroll Expe...	188.33
			Crowther, Jed N	2100 · Payroll Liabili...	-188.33
			Crowther, Jed N	6560 · Payroll Expe...	4.82
			Crowther, Jed N	2100 · Payroll Liabili...	-4.82
			Crowther, Jed N	2100 · Payroll Liabili...	-7.58
			Crowther, Jed N	2100 · Payroll Liabili...	-45.50
			Crowther, Jed N	2100 · Payroll Liabili...	-596.00
			Crowther, Jed N	6560 · Payroll Expe...	470.17
			Crowther, Jed N	2100 · Payroll Liabili...	-470.17
			Crowther, Jed N	2100 · Payroll Liabili...	-470.17
			Crowther, Jed N	6560 · Payroll Expe...	109.95
			Crowther, Jed N	2100 · Payroll Liabili...	-109.95
			Crowther, Jed N	2100 · Payroll Liabili...	-109.95
			Crowther, Jed N	2100 · Payroll Liabili...	-526.00
			Crowther, Jed N	2111 · Direct Deposi...	-5,828.13
TOTAL					0.00
13593	Paycheck	04/28/2023	Metzker, James L	1001 · Bank of E/O ...	0.00
			Metzker, James L	6560 · Payroll Expe...	3,499.20
			Metzker, James L	6560 · Payroll Expe...	419.90
			Metzker, James L	2100 · Payroll Liabili...	-419.90
			Metzker, James L	6560 · Payroll Expe...	1,081.48
			Metzker, James L	2100 · Payroll Liabili...	-1,081.48
			Metzker, James L	6560 · Payroll Expe...	75.56
			Metzker, James L	2100 · Payroll Liabili...	-75.56
			Metzker, James L	6560 · Payroll Expe...	4.54
			Metzker, James L	2100 · Payroll Liabili...	-4.54
			Metzker, James L	2100 · Payroll Liabili...	-3.50
			Metzker, James L	2100 · Payroll Liabili...	-20.99
			Metzker, James L	2100 · Payroll Liabili...	-263.00
			Metzker, James L	6560 · Payroll Expe...	216.96
			Metzker, James L	2100 · Payroll Liabili...	-216.96
			Metzker, James L	2100 · Payroll Liabili...	-216.96
			Metzker, James L	6560 · Payroll Expe...	50.74
			Metzker, James L	2100 · Payroll Liabili...	-50.74
			Metzker, James L	2100 · Payroll Liabili...	-50.74
			Metzker, James L	2100 · Payroll Liabili...	-240.00
			Metzker, James L	2111 · Direct Deposi...	-2,704.01
TOTAL					0.00
13594	Paycheck	04/28/2023	Rayburn, Kayla R	1001 · Bank of E/O ...	0.00
			Rayburn, Kayla R	6560 · Payroll Expe...	3,456.00
			Rayburn, Kayla R	6560 · Payroll Expe...	414.72
			Rayburn, Kayla R	2100 · Payroll Liabili...	-414.72
			Rayburn, Kayla R	6560 · Payroll Expe...	3,082.23
			Rayburn, Kayla R	2100 · Payroll Liabili...	-3,082.23

PORT OF ARLINGTON
Check Detail
April 2023

Trans #	Type	Date	Source Name	Account	Original Amount
			Rayburn, Kayla R	6560 · Payroll Expe...	138.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-138.12
			Rayburn, Kayla R	6560 · Payroll Expe...	4.48
			Rayburn, Kayla R	2100 · Payroll Liabili...	-4.48
			Rayburn, Kayla R	2100 · Payroll Liabili...	-3.46
			Rayburn, Kayla R	2100 · Payroll Liabili...	-20.74
			Rayburn, Kayla R	2100 · Payroll Liabili...	-115.00
			Rayburn, Kayla R	6560 · Payroll Expe...	214.28
			Rayburn, Kayla R	2100 · Payroll Liabili...	-214.28
			Rayburn, Kayla R	2100 · Payroll Liabili...	-214.28
			Rayburn, Kayla R	6560 · Payroll Expe...	50.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-50.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-50.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-227.00
			Rayburn, Kayla R	2111 · Direct Deposi...	-2,825.40
TOTAL					0.00
13600	Liability Check	04/26/2023	Oregon Departmen...	1001 · Bank of E/O ...	-993.00
			Oregon Department ...	2100 · Payroll Liabili...	993.00
TOTAL					993.00
13597	Liability Check	04/28/2023	Oregon Departmen...	1001 · Bank of E/O ...	-14.39
			Oregon Department ...	2100 · Payroll Liabili...	14.39
TOTAL					14.39
13598	Liability Check	04/28/2023	Oregon Departmen...	1001 · Bank of E/O ...	-15.50
			Oregon Department ...	2100 · Payroll Liabili...	15.50
TOTAL					15.50
13599	Liability Check	04/28/2023	State of Oregon-E...	1001 · Bank of E/O ...	-93.06
			State of Oregon-Em...	2100 · Payroll Liabili...	93.06
TOTAL					93.06
13578	Bill Pmt -Check	04/03/2023	Gordon's Electric	1001 · Bank of E/O ...	-4,738.83
13525	Bill	04/07/2023	Gordon's Electric	6724 · Marina Maint....	4,738.83
TOTAL					4,738.83
13579	Bill Pmt -Check	04/04/2023	Knerr	1001 · Bank of E/O ...	-743.64
13531	Bill	04/07/2023	Knerr	85230 · Building Mai...	743.64
TOTAL					743.64
13581	Bill Pmt -Check	04/04/2023	Oregon Frontier Ch...	1001 · Bank of E/O ...	-100.00
13532	Bill	04/07/2023	Oregon Frontier Cha...	6115 · Dues, Subscr...	100.00
TOTAL					100.00
13584	Bill Pmt -Check	04/04/2023	The Times-Journal	1001 · Bank of E/O ...	-60.00

PORT OF ARLINGTON
Check Detail
April 2023

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Source Name</u>	<u>Account</u>	<u>Original Amount</u>
13526	Bill	04/07/2023	The Times-Journal	6116 · Audit, Budget...	60.00
TOTAL					60.00
13586	Bill Pmt -Check	04/04/2023	Vernon Grey Design	1001 · Bank of E/O ...	-1,365.00
13533	Bill	04/07/2023	Vernon Grey Design	8435 · Building Proj...	1,365.00
TOTAL					1,365.00
13527	Check	04/07/2023	Richard B. Brown	1001 · Bank of E/O ...	-200.00
			Richard B. Brown	6121 · Donations	200.00
TOTAL					200.00
13590	Bill Pmt -Check	04/14/2023	City of Arlington	1001 · Bank of E/O ...	-82.79
13588	Bill	04/14/2023	City of Arlington	6115 · Dues, Subscr...	82.79
TOTAL					82.79
13591	Bill Pmt -Check	04/14/2023	Gilliam County Tax...	1001 · Bank of E/O ...	-1,012.00
13589	Bill	04/14/2023	Gilliam County Tax ...	8441 · Loan - Principal	809.60
			Gilliam County Tax ...	8442 · Loan - Interest	202.40
TOTAL					1,012.00
13596	Liability Check	04/28/2023	Fidelity Brokerage ...	1001 · Bank of E/O ...	-1,744.62
			Fidelity Brokerage S...	2100 · Payroll Liabili...	1,744.62
TOTAL					1,744.62



DIRECTOR REPORT

May 10, 2023

5A Tour Former Condon Grade School on May 18 at 5 pm

The Port of Arlington Environmental Sentry Corp recently acquired the former grade school site from the City of Condon. A brief walk-thru tour will begin at 5 pm.

5B Strategic Business Plan Workshop May 18 at 5:30 in City of Condon Council Chambers

Strategic Business Plan Workshop will be conducted by Cori Mikkalo, Fair Winds Consulting LLC and Brittney Dark. Their presentation, coupled with discussion, is the top priority of our meeting.

5C Public Records Requests

The Board wisely established governing policy and parameters for Public Records Requests which are fully consistent with current statutes. This pattern directs requestors to submit a form, readily available on the website, and to clearly describe the record desired.

Staff respond initially within five business days, seek clarification, research, and verify as needed. Available records are provided within fifteen business days or longer if extended review is needed. All requests have an associated corresponding fee, but nowadays many records are available electronically and can often be transmitted promptly via email and are routinely provided. However, for extensive requests that involve extra time or materials, associated fees govern review and dissemination. For requests that involve fees, staff inform of the anticipated charges. Fee waivers may be requested. Upon confirmation, the record is then processed.

A recent request sought documents not yet available, since the budget was still being prepared. Staff responded and provided the documents when they became available. Another request was for a meeting recording. Due to large file size, the recording couldn't be sent by email, but can be saved on a flash drive, if desired. The requestor was notified by staff of governing policy and fees but insisted on immediate posting on the website instead.

In years past, the Board reviewed conditions and established Port governing policy for records. As a small office, we do not have the resources and capacity of larger organizations, yet we do provide ample response. Although not required, the Port offers extra transparency by providing Zoom links to live meetings; however, the Commission did not enact a policy to upload recordings. Our established policy is prudent and reasonable, in my opinion, with proper response and fees. Therefore, I strongly recommend continuing with our current policy.

5D Port Proctor Parcel

Steps are proceeding very well for purchase of the Proctor parcel:

- **Inspection** – Completed Mar 25.
- **Title Report** – Completed Apr 3.
- **Appraisal** – Completed Apr 10.
- **Annexation** – Hearing successfully completed Apr 20, Approval by Ordinance June 7.
- **Supplemental Budget Amendment** – On June 8 – To track fund accounts to be used.
- **Off-Site Electrical Easement** – School property issue to be reviewed by Pacific Power.
- **Partition Plat** – 3 lots – Draft configuration options attached. Plan B recommended.
Outline: Staff explanation, Board input and discussion, resulting direction and consensus for creating suitable Partition Plat boundaries by Anderson-Perry as contracted surveyor.
- **Closing** – On-Schedule for June 15.

Intergovernmental Agreement Amendment

The Intergovernmental Agreement (IGA) with Gilliam County that previously identified the Willow Creek dock project will be amended to Workforce Housing with flexibility as we pursue projects. The focus on Workforce Housing is starting for Proctor property and old Condon Grade School. Gilliam County recently provided a draft IGA Amendment, to review when edits are completed, leading towards mutual approval.

5E Willow Creek

On May 1, the Port applied for a Business Oregon Industrial Lands Technical Assistance Grant (Planning Only) in the amount of \$50,000 as authorized previously by the Board. Excerpts from the application submittal are attached. Award results are expected by July 31.

5F Updated Employee Work Time Policy, Resolution 2023-154

The Draft Employee Time Policy was provided previously (attached). No edits were submitted. ***Approval recommended.***

5G Website Proposal

Staff reviewed website options. A proposal will be presented at the Board meeting on May 18.

5H Surplus Vehicle

Permission requested to surplus vehicle, GMC Pickup, and consign to a regional auction.

ENVIRONMENTAL SENTRY CORP

Approve Minutes of April 13, 2023 Meeting

PORT OF ARLINGTON

100 Island Park Way, PO Box 279
Arlington, OR 97812
Telephone: (541) 705-2004
E-mail: admin@portofarlington.com

Request to Inspect Port of Arlington Nonexempt Public Records;¹ Processing Procedures and Fee Schedule

Note: Any request submitted to the Port of Arlington using this form is itself a public record subject to disclosure under the public records laws.

I. Records Request Required Information

A request for public records that are in the custody of the Port of Arlington (The "Port") may be made by filling out Section I and emailing a signed copy to the Port of Arlington: admin@portofarlington.com (preferred method) or mailing it to PO Box 279, Arlington, OR 97812, ATTN: Records Request.

Requests shall **ONLY** be sent to the above-stated address. **To prevent excess administrative time in responding to requests, any request that is courtesy copied to multiple parties will be deemed to be improperly submitted and may not receive a response.**

Name of Individual/Department: _____

Title or Position: _____

Date of Request: _____

Contact Information of Person making the request:

Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail Address: _____

I hereby request the following: _____

Signature: _____ Print: _____

¹ Initially capitalized terms used herein shall have the meaning ascribed to them in Oregon's Public Records Laws found in ORS Chapter 192.

II. The Port of Arlington Records Request Processing Procedures

The Port will provide a written response to qualifying requests for public records “as soon as practicable and without unreasonable delay.” The Port will thereafter provide the public with a reasonable opportunity to inspect records at its offices during usual business hours and reserves the right to require an employee to supervise while inspection occurs.

III. The Port of Arlington Records Request Fee Schedule

Pursuant to a records request policy approved by the Port of Arlington Board of Directors, the Port charges an administrative fee to cover the cost of research, supervision, inspection, production, reproduction, and redaction, if necessary, of Port records for distribution to members of the public. Fees are due in advance or at the time of receipt of materials or service.

The Port of Arlington calculates fees for responding to public records requests in the following manner:

Photocopies:

8-1/2 x 11	Single Sided	\$ 0.25 per page
	Double Sided	\$ 0.30 per page
	Color	\$ 0.75 per page
11 x 17	Single Sided	\$ 0.30 per page
	Double Sided	\$ 0.45 per page
	Color	\$ 1.00 per page

Certified Copies: \$10.00 each

Faxes: Sending/Receiving \$ 1.00 per page

Audio Recordings: \$15.00 each

Hourly Rates for Employee Time: These charges include researching, locating, compiling, editing, redacting, or otherwise processing information and records:

Port Staff	\$35.00 per hour
Port Administrator	\$60.00 per hour

Cost for Delivery of Records: Actual costs incurred such as postage and courier fees.

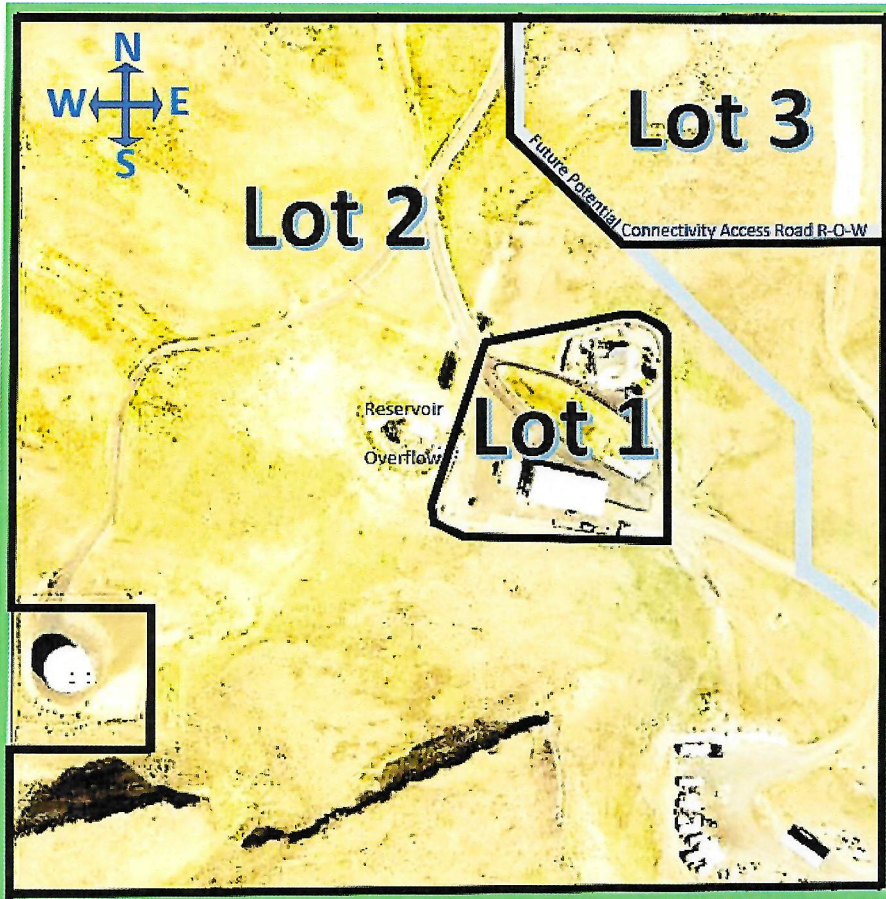
Attorney Fees public Actual attorney fees charged to the Port for the cost of time spent by an attorney in reviewing the public records, redacting material from public records, or segregating the public records into exempt and nonexempt records.

The Port may require prepayment of estimated fees before taking further action on a request. If fees are estimated to exceed \$25.00, the Port will provide an estimate of fees to the requestor and will proceed with the records request **ONLY** upon receipt of written authorization to proceed.

PROCTOR PLANNING STEPS & SEQUENCE

1. **ANNEXATION** – To allow urban-type services and future compliance with development standards.

Background: Already in the Urban Growth Boundary, Envisioned to eventually be in city limits, R-1.



**DRAFT Partition Plat
Plan A**

2. **DRAFT PARTITION PLAT** – Survey to create 3 legal tax lots, expedited process, max 63-day decision.
Result: Ability to then sell newly-created lots, i.e., sell Lot 1 (home & shop), and to plan plat details.



3. **DRAFT LOT 3 RE-ZONE TO R-2, SUBDIVISION PLAT** – Engineered Plans for access, water, sewer, etc.
Compliance with city engineering standards, Land use Hearings/scrutiny. Installation inspections.



PORT PROCTOR PARCEL - PLAN B - Draft Partition Plat, including Potential Road Access / Connectivity

City of Arlington – Planning Commission Hearing Comments

By Jed Crowther, Port of Arlington, May 15, 2023

Thanks for posting notice of the upcoming Planning Commission Hearing on Thursday, May 18. I will be unable to attend as the Port has a meeting scheduled at the same time which is in Condon. Therefore, I respectfully request to be placed on the record by virtue of these written comments. Please note my input and reserve “standing” to participate as issues advance for Council action. At the Port, we generally focus on *Industrial* land, but with the purchase of the Proctor property, we are also now directly involved in *Residential* development. For this reason, it is important to clearly understand zoning code and development regulations.

Large-Lot Residential Zoning

To my understanding, the primary goal is to preserve the character of the existing neighborhood within Columbia View Estates, including its large-lot standards and spacious development criteria. This pattern appears to be logical as it connects with the original size and scale of development. Since the Proctor property adjoins Columbia View Estates, there is also a fair expectation to plan for similar acceptable use as residential property, yet still allow flexibility within established zoning.

The Proctor parcel has exceptional and outstanding view advantages, as well as slope limitations, that are conducive to large-lot standards and will attract high-end, top-quality home construction. Therefore, a new zoning code with large minimum lot size may help to protect and enhance value. For these reasons, I support the creation of Large-Lot Residential Zoning in the City of Arlington. I recognize that upon creation of a Large-Lot Residential Zone, a second step will be to Re-Zone.

Another key aspect is to please maintain options for a potential combination of Residential Zoning. To explain, certain portions of the Proctor property are planned for eventual workforce housing, which will involve applying for Re-Zone to higher-density placement. However, ample buffering and transition to adjoining single-family residential will result in cohesive and complementary use. We intend to prepare street access designs that improve connectivity and emergency response. Likewise, we will develop water/sewer plans that sync with city services and provide loop benefit.

Grading Cut-and-Fill Restrictions

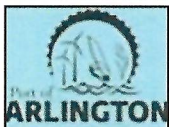
Grading standards for substantial cut-and-fill are a tool that the City may use to assure suitability. For subdivision development, engineering design will review overall site grading to be performed. For single-lots, to require engineering review to cut/fill more than 1 foot of grade seems excessive. It will add substantial cost to each pad we make for home placement or even to dig a foundation. For clarity, the cut-and-fill criteria should be amended to 3 feet or more, or to simply set realistic site prep parameters for building permits.

Summary

We appreciate the value of clear standards to develop efficiently and to optimize our investment. Successful development relies on consistent design criteria to plan resources and schedule work. Please use common sense and consider the practical resulting impact of potential changes.

Thank you,

JED CROWTHER
Executive Director



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

Willow Creek Industrial Site Feasibility Plan

Excerpts from Grant Submittal 5-1-2023

Industrial Lands Technical Assistance

Project Description

The Willow Creek Industrial Site Feasibility Plan will utilize prior studies already performed, and prepare for further development, leading to site readiness as a key transportation hub.

A planning focus clearly aligns with furthering strategic objectives and developing next steps. The Study will evaluate site-specific advantages, as well as challenges, that showcase value.

Agency interaction and outreach is a key component of the Plan that will lead to investment. Coordination and collaboration are paramount to achieving success. Previously completed environmental work readily streamlines plan development and implementation.

Background

Our region has a rich history and heritage, centered on agriculture and community strength.

Gilliam County is also now leading the way in energy development and emerging technology, by massive wind and solar, combined with a legacy of innovation by Waste Management.

The Regional Transportation Center at Willow Creek would complement these industries well; to diversify and expand our regional partnerships, and to provide local employment options.

By its prime location, Willow Creek is "right on the pathway" to large urban centers - with a competitive advantage to ship goods efficiently.

Site Information

Willow Creek boasts adjoining access to the I-84 Interstate Highway, Union Pacific Railroad, and the Columbia River.

A portion of the site functioned as a rock quarry for gravel. Grading would create an ideal site for truck transportation.

ZONING: Industrial in Gilliam County.

EXISTING USE: Rock Quarry, Gravel Production, Trucking Lay-Down Yard.

PREVIOUS USE: Gilliam County Barge Intermodal Transportation Facility. Barge Dock installation approved in 2007, but then halted by Corps and Tribes.

History

Willow Creek was planned as the "Gilliam County Barge Intermodal Transportation Facility", with Authorization granted by the United States Army Corps of Engineers (USACE) in 2007.

Required studies were performed, including:

1. Endangered Species Act (ESA) - Section 7 Consultation - Essential Fish Habitat, by National Marine Fisheries Service (NMFS), January 31, 2007.

2. Cultural Resources (Archaeological) Review, by State Historic Preservation Office (SHPO), March 19-20, 2008.

3. Geotechnical Study, by GRI Geotechnical & Environmental Consultants, 2006.

Installation of Barge Dock Pilings commenced, but due to concerns by the Confederated Tribes of the Umatilla Indian Reservation (CTUIR), work stoppage occurred. Then, despite extended contact with USACE and Legislators, the barge dock installations were removed. Litigation ensued for many years, leaving a shortfall of Port investment of over \$2 million.

Since then, Rock Quarry development happened in 2016-2022 by an active DOGAMI permit within the site. In 2018, a less-intrusive barge dock plan was considered to transport gravel.

The Willow Creek Industrial Site Plan could acknowledge past failures, but most importantly, it will set patterns for successful development as a Multi-Modal Regional Transportation Hub.

Focus

Main utilization of the site is anticipated to serve as an Intermodal Transportation Connection. Substantial expansive area is available for trucking and distribution, but minimal associated water and sewer volume needs are expected, which could be supplied by installing a small well and associated infrastructure, or by pipeline extensions via neighboring properties.

Ready access to utilities adjoining the site. Electrical power extensions will be determined as part of the Feasibility Study based upon site planning, use, and development.

Unique site aspects involve designation by Obsidian Renewables in their proposed Regional Hydrogen Hub Distribution line extending throughout Eastern Washington and Oregon. Arlington is planned to be a vital western link, closer to Portland and Metro areas.

By its excellent combination of potential Road-Rail-River access, the Willow Creek site can truly transform into a significant transportation and distribution hub. In addition, this strategic location could offer competitive advantages for shipping and movement of goods.

The Feasibility Plan will involve coordination to create strong partnerships and sync access.

The 63.77-acre Willow Creek Industrial site is largely undeveloped, yet it is easily accessible. The Port has constructed a Bridge across Union Pacific Railroad for full interior site access, plus the on-site rock quarry on a key portion of the site excavated rock and produced gravel.

Next, site grading and leveling would optimize transportation use. For practical constraints, rock outcroppings on-site may involve added effort, but are manageable. For cooperation, expanded outreach to Corps/Tribes for waterway use, and Union Pacific for rail connections.

PORT OF ARLINGTON, OREGON

RESOLUTION NO. 2023-155

**A RESOLUTION SETTING A POLICY TO UPDATE EMPLOYEE
WORK TIME REPORTING AND TRACKING.**

WHEREAS, the Port of Arlington desires to establish more clarity and understanding regarding employee work time policy;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Port of Arlington hereby adopts the following policy:

Updated Employee Work Time Policy.

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

President

ATTEST:

Secretary-Treasurer

UPDATED EMPLOYEE WORK TIME POLICY

Office Hours

The Port's main office hours are Monday through Friday, from 8 am to 5 pm, excluding all state observed holidays, and closed from noon to 1 pm for lunch hours. The standard work week is 40 hours per week. Upon supervisor approval, employees may flex core work hours occasionally, while maintaining primary services, i.e., staying late for a meeting, and leaving early the next day.

Maintenance Work Hours

Maintenance hours may begin earlier in the day and extend later in the evening plus weekends. Upon supervisor approval, maintenance workers may flex actual work hours, based on workflow, seasonal tasks, and weather conditions, but not to exceed 40 hours per week, unless required. After hours "call out" needs between 8 pm and 6 am will accrue a minimum 1 hour work time.

Time Reporting

Timesheets are to be submitted near the end of each month with a daily tally and weekly totals. Employees are to report actual daily hours worked from Sunday morning to Saturday evening. For any overtime, workers are to specify if overtime is to be paid or is to be saved as comp time.

Overtime

Overtime hours do not begin to accumulate until after 40 hours worked in each weekly period. Sick leave, holidays, vacation, comp time and other leave hours do not count as hours worked for the purposes of computing overtime compensation. Overtime work requires supervisor review, but it is strongly discouraged by budget constraints. Exempt employees do not accrue overtime, but they may adjust their work week or accumulate comp time to offset extended hours served, i.e., attendance at evening meetings.

Compensatory Time

An employee may request compensatory time off instead of payment for actual overtime work. Comp time hours are to be reported and are available as paid time off, similar to vacation hours. Employees may elect to use a combination of vacation hours and comp hours as paid time off. Accumulation of comp time hours shall not exceed 40 hours at the end of each year on June 30.

Flexible Work Schedule

Employees may first discuss potential flexible/hybrid work schedule options with their supervisor, and then submit a written request. The supervisor will approve or deny the flextime request on a case-by-case basis, based on staffing needs, job duties, the employee's work record, and the employee's ability to temporarily or permanently return to a standard work schedule as needed.

For example, an employee may ask to work 10-hour days four times per week, provided they are mostly available during core business hours, as determined by workload and supervisor approval. A flextime arrangement may be suspended, modified, or cancelled at any time. Hybrid work; i.e. work-from-home, may be evaluated and administered in the same manner.

Carryover Hours and Payout

To plan ahead for budgeting purposes and to assure staff availability for tasks and responsibilities, any carryover of vacation time shall not exceed 160 hours at the end of each year on June 30. Employees should plan to use leave hours by advance notice, at reasonable times and durations. At resignation or termination, payout of vacation time shall be limited to accrued time only and shall not exceed 160 hours, unless specified in state employment laws or by individual agreement.