

**Port of Arlington**  
**Budget Committee Meeting**  
**Tuesday, May 14, 2019 at 4:00 p.m.**  
**Port of Arlington Office**  
**100 Island Park Way**  
**Arlington, OR 97812**

**A G E N D A**

1. Call Budget Committee Meeting to Order
2. Election of Budget Committee Officers  
    President  
    Secretary
3. Budget Message presented by Budget Officer
4. Review of Budget Document
5. Permanent Tax Rate Approval
6. Proposed Budget Recommendation
7. Budget Committee Meeting Adjourned

*This meeting is conducted in a handicapped accessible room.*

Posted: Tuesday, May 7, 2019: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington; Arlington City Hall; Port Office



## **Regular Commission Meeting**

### **AGENDA**

**Tuesday, May 8, 2018 at 5 p.m.**

**Meeting Location:**

**Port of Arlington Office  
100 Port Island Road - Arlington**

- 1. Call meeting to order**
- 2. Public Comment on non-agenda items**
- 3. Consent Agenda:**
  - Approval of April 9, 2019 Commission Meeting Minutes
  - Approval of April 2019 Payables and Financials
- 4. President's Report –**
- 5. Commissioner's Reports –**
- 6. A-Town Rentals Quarterly update - Nathan and Jenny Smallfoot –**
- 7. Irrigation Committee Update -**
- 8. Economic Development –**
  - 8.1 EDO Report
  - Watco Update
  - Valley Industrial Tenant Improvement Update
  - Light Speed Networks Right of Way Request
- 9. Administration –**
  - 9.1 Approve Plan of Action for the Port of Arlington / Solutions, CPAs
  - 9.2 Port Credit Card Hacked – Fraudulent Charges – Update on Progress

#### **Upcoming Meetings:**

**Budget Hearing and Commission Meeting Tuesday, June 11, 2019 at 5 pm – Port Office, Arlington, Oregon**

**Next Commission Meeting on Tuesday, June 11, 2019 at 5 pm – Port Office, Arlington, Oregon**

*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](mailto:Kelly.margheim@portofarlington.com) / 541-454-2868*

Posted: Tuesday, May 7, 2019: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington;

Condon Times-Journal; Arlington City Hall; Port Office and Website.

PO Box 279, Arlington, Oregon 97812

Port of Arlington  
Regular Monthly Commission Meeting  
Tuesday, May 14, 2019

**APRIL 2019 PAYABLES**

**Resources:**

Deposits and Credits through 04/30/2019 (see attached detail)

**Total Deposits and Credits– All Accounts** **\$22,757.17**

**Expenses:**

Checks Written: 9006 through 9032

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

**Total Expenses and Transfers– All Accounts** **(\$25,090.38)**

**Bank Balance Information:**

Ending Balance as of 03/29/19: Bank of Eastern Oregon Checking: \$ 298,967.10  
- Bank of E. Oregon Reserve Fund: \$ 52,710.14  
Bank of E. Oregon Muni Market Fund: \$ 162,487.81  
- LGIP: (03/31/19) \$1,254,028.83

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Commission President Ron Wilson

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Vice President Dewey Kennedy

PORT OF ARLINGTON  
Deposit Detail  
April 2019

Type	Num	Date	Name	Account	Amount
Deposit		04/01/2019		1001 · Bank of E/O ...	395.95
			Heartland Payment ...	4213-2 · Gasoline S...	-6.06
			Heartland Payment ...	6115-1 · Credit Card...	0.29
			Heartland Payment ...	4211-5 · Monthly TV	-20.00
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	4.82
TOTAL					-395.95
Deposit		04/01/2019		1001 · Bank of E/O ...	4,375.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Valley Industrial Ser...	5033 · Flex Bldg Lea...	-4,000.00
TOTAL					-4,375.00
Deposit		04/04/2019		1001 · Bank of E/O ...	868.11
			Heartland Payment ...	4213-2 · Gasoline S...	-141.72
			Heartland Payment ...	6115-1 · Credit Card...	3.42
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	20.19
TOTAL					-868.11
Deposit		04/08/2019		1001 · Bank of E/O ...	8,134.00
			Cash Sales	4210 · Marina Reve...	-120.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Insitu Inc.	5031 · Building Leas...	-7,600.00
TOTAL					-8,134.00
Deposit		04/12/2019		1001 · Bank of E/O ...	378.55
			Heartland Payment ...	4213-2 · Gasoline S...	-383.46
			Heartland Payment ...	6115-1 · Credit Card...	4.91
TOTAL					-378.55

PORT OF ARLINGTON  
Deposit Detail  
April 2019

Type	Num	Date	Name	Account	Amount
Deposit		04/12/2019		1001 · Bank of E/O ...	464.00
			Cash Sales	4214 · Marina Power...	-20.00
			Cash Sales	4214 · Marina Power...	-60.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
TOTAL					-464.00
Deposit		04/15/2019		1001 · Bank of E/O ...	610.25
			Heartland Payment ...	4213-2 · Gasoline S...	-18.14
			Heartland Payment ...	6115-1 · Credit Card...	0.66
			Heartland Payment ...	4210 · Marina Reve...	-600.00
			Heartland Payment ...	6115-1 · Credit Card...	7.23
TOTAL					-610.25
Deposit		04/15/2019		1001 · Bank of E/O ...	168.14
			Gilliam County Trea...	4011 · Taxes-Prior	-19.59
			Gilliam County Trea...	4010 · Taxes-Current	-118.55
Payment	13456	04/15/2019	The City of Arlington	1499 · Undeposited ...	-30.00
TOTAL					-168.14
Deposit		04/18/2019		1001 · Bank of E/O ...	2,737.79
			Gilliam County Court	5113 · Grants - Gillia...	-1,962.79
			Cash Sales	4211-1 · RV Park M...	-375.00
Payment	1364	04/18/2019	Paul Kramar	1499 · Undeposited ...	-400.00
TOTAL					-2,737.79
Deposit		04/19/2019		1001 · Bank of E/O ...	196.32
			Heartland Payment ...	4213-2 · Gasoline S...	-198.18
			Heartland Payment ...	6115-1 · Credit Card...	1.86
TOTAL					-196.32

PORT OF ARLINGTON  
Deposit Detail  
April 2019

Type	Num	Date	Name	Account	Amount
Deposit		04/22/2019		1001 · Bank of E/O ...	61.65
			Heartland Payment ...	4213-2 · Gasoline S...	-62.97
			Heartland Payment ...	6115-1 · Credit Card...	1.32
TOTAL					-61.65
Deposit		04/23/2019		1001 · Bank of E/O ...	516.00
			Cash Sales	4210 · Marina Reve...	-132.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
TOTAL					-516.00
Deposit		04/26/2019		1001 · Bank of E/O ...	790.87
			Heartland Payment ...	4213-2 · Gasoline S...	-73.12
			Heartland Payment ...	6115-1 · Credit Card...	1.54
			Heartland Payment ...	4211-1 · RV Park M...	-355.00
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	10.71
TOTAL					-790.87
Deposit		04/26/2019		1001 · Bank of E/O ...	1,720.00
			Mesa Group, LLC	5032 · Building Leas...	-1,700.00
			Cash Sales	4211-1 · RV Park M...	-20.00
TOTAL					-1,720.00
Deposit		04/29/2019		1001 · Bank of E/O ...	145.54
			Heartland Payment ...	4213-2 · Gasoline S...	-120.56
			Heartland Payment ...	6115-1 · Credit Card...	4.37
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	0.65
TOTAL					-145.54

PORT OF ARLINGTON  
Deposit Detail  
April 2019

Type	Num	Date	Name	Account	Amount
Deposit		04/29/2019		1001 · Bank of E/O ...	1,195.00
			Cash Sales	4211-2 · RV Park W...	-125.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-5 · Monthly TV	-20.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4210 · Marina Reve...	-300.00
TOTAL					-1,195.00
Paycheck	DD1136	04/30/2019	Margheim, Kelly L	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expe...	3,542.00
				6560 · Payroll Expe...	181.50
				6560 · Payroll Expe...	319.00
				6560 · Payroll Expe...	1,414.94
				2100 · Payroll Liabili...	-1,414.94
				6560 · Payroll Expe...	115.54
				2100 · Payroll Liabili...	-115.54
				6560 · Payroll Expe...	485.10
				2100 · Payroll Liabili...	-485.10
				6560 · Payroll Expe...	4.00
				2100 · Payroll Liabili...	-4.00
				2100 · Payroll Liabili...	-4.04
				2100 · Payroll Liabili...	-209.00
				6560 · Payroll Expe...	250.64
				2100 · Payroll Liabili...	-250.64
				2100 · Payroll Liabili...	-250.64
				6560 · Payroll Expe...	58.61
				2100 · Payroll Liabili...	-58.61
				2100 · Payroll Liabili...	-58.61
				2100 · Payroll Liabili...	-235.00
				2111 · Direct Deposi...	-300.00
				2111 · Direct Deposi...	-2,985.21
TOTAL					0.00
Paycheck	DD1137	04/30/2019	Mitchell, Peter D	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expe...	6,583.41
				6560 · Payroll Expe...	675.22
				6560 · Payroll Expe...	871.04
				2100 · Payroll Liabili...	-871.04
				6560 · Payroll Expe...	1,414.94
				2100 · Payroll Liabili...	-1,414.94
				6560 · Payroll Expe...	115.54

PORT OF ARLINGTON  
Deposit Detail  
April 2019

Type	Num	Date	Name	Account	Amount
				2100 · Payroll Liabili...	-115.54
				6560 · Payroll Expe...	3.74
				2100 · Payroll Liabili...	-3.74
				2100 · Payroll Liabili...	-7.26
				2100 · Payroll Liabili...	-595.00
				6560 · Payroll Expe...	450.03
				2100 · Payroll Liabili...	-450.03
				2100 · Payroll Liabili...	-450.03
				6560 · Payroll Expe...	105.25
				2100 · Payroll Liabili...	-105.25
				2100 · Payroll Liabili...	-105.25
				2100 · Payroll Liabili...	-475.00
				2111 · Direct Deposi...	-5,626.09
TOTAL					0.00



PORT OF ARLINGTON  
Check Detail  
April 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		04/01/2019	QuickBooks Payrol...		1001 · Bank of E/O ...		-1.75
					6560 · Payroll Expe...	-1.75	1.75
TOTAL						-1.75	1.75
Liability Check		04/29/2019	QuickBooks Payrol...		1001 · Bank of E/O ...		-8,914.80
					6560 · Payroll Expe...	-3.50	3.50
			QuickBooks Payroll ...		2111 · Direct Deposi...	-8,911.30	8,911.30
TOTAL						-8,914.80	8,914.80
Check	DD	04/02/2019	Peter Mitchell		1001 · Bank of E/O ...		-362.56
					8421 · Travel/Food/...	-251.56	251.56
					8427 · Telephone & ...	-111.00	111.00
TOTAL						-362.56	362.56
Liability Check	EFT	04/01/2019	United States Trea...		1001 · Bank of E/O ...		-2,426.86
					2100 · Payroll Liabili...	-776.00	776.00
					2100 · Payroll Liabili...	-668.98	668.98
					2100 · Payroll Liabili...	-668.98	668.98
					2100 · Payroll Liabili...	-156.45	156.45
					2100 · Payroll Liabili...	-156.45	156.45
TOTAL						-2,426.86	2,426.86
Check	EFT	04/01/2019	Heartland Payment...		1001 · Bank of E/O ...		-77.80
					6115-1 · Credit Card...	-77.80	77.80
TOTAL						-77.80	77.80

PORT OF ARLINGTON  
Check Detail  
April 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	04/08/2019	Pacific Power		1001 · Bank of E/O ...		-1,737.15
					6111 · Utilities	-200.00	200.00
					6323 · Electricity - R...	-1,118.36	1,118.36
					6721 · Marina Electri...	-36.00	36.00
					6624 · Park Electricity	-115.89	115.89
					6721 · Marina Electri...	-11.53	11.53
					6721 · Marina Electri...	-255.37	255.37
TOTAL						-1,737.15	1,737.15
Paycheck	DD1136	04/30/2019	Margheim, Kelly L		1001 · Bank of E/O ...		0.00
					6560 · Payroll Expe...	-3,542.00	3,542.00
					6560 · Payroll Expe...	-181.50	181.50
					6560 · Payroll Expe...	-319.00	319.00
					6560 · Payroll Expe...	-1,414.94	1,414.94
					2100 · Payroll Liabili...	1,414.94	-1,414.94
					6560 · Payroll Expe...	-115.54	115.54
					2100 · Payroll Liabili...	115.54	-115.54
					6560 · Payroll Expe...	-485.10	485.10
					2100 · Payroll Liabili...	485.10	-485.10
					6560 · Payroll Expe...	-4.00	4.00
					2100 · Payroll Liabili...	4.00	-4.00
					2100 · Payroll Liabili...	4.04	-4.04
					2100 · Payroll Liabili...	209.00	-209.00
					6560 · Payroll Expe...	-250.64	250.64
					2100 · Payroll Liabili...	250.64	-250.64
					2100 · Payroll Liabili...	250.64	-250.64
					6560 · Payroll Expe...	-58.61	58.61
					2100 · Payroll Liabili...	58.61	-58.61
					2100 · Payroll Liabili...	58.61	-58.61
					2100 · Payroll Liabili...	235.00	-235.00
					2111 · Direct Deposi...	300.00	-300.00
					2111 · Direct Deposi...	2,985.21	-2,985.21
TOTAL						0.00	0.00

PORT OF ARLINGTON  
Check Detail  
April 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	DD1137	04/30/2019	Mitchell, Peter D		1001 · Bank of E/O ...		0.00
					6560 · Payroll Expe...	-6,583.41	6,583.41
					6560 · Payroll Expe...	-675.22	675.22
					6560 · Payroll Expe...	-871.04	871.04
					2100 · Payroll Liabili...	871.04	-871.04
					6560 · Payroll Expe...	-1,414.94	1,414.94
					2100 · Payroll Liabili...	1,414.94	-1,414.94
					6560 · Payroll Expe...	-115.54	115.54
					2100 · Payroll Liabili...	115.54	-115.54
					6560 · Payroll Expe...	-3.74	3.74
					2100 · Payroll Liabili...	3.74	-3.74
					2100 · Payroll Liabili...	7.26	-7.26
					2100 · Payroll Liabili...	595.00	-595.00
					6560 · Payroll Expe...	-450.03	450.03
					2100 · Payroll Liabili...	450.03	-450.03
					2100 · Payroll Liabili...	450.03	-450.03
					6560 · Payroll Expe...	-105.25	105.25
					2100 · Payroll Liabili...	105.25	-105.25
					2100 · Payroll Liabili...	105.25	-105.25
					2100 · Payroll Liabili...	475.00	-475.00
					2111 · Direct Deposi...	5,626.09	-5,626.09
TOTAL						0.00	0.00
Liability Check	9006	04/01/2019	Fidelity Brokerage ...		1001 · Bank of E/O ...		-1,286.24
					2100 · Payroll Liabili...	-1,286.24	1,286.24
TOTAL						-1,286.24	1,286.24
Liability Check	9007	04/01/2019	Oregon Departmen...		1001 · Bank of E/O ...		-677.00
					2100 · Payroll Liabili...	-677.00	677.00
TOTAL						-677.00	677.00
Check	9008	04/09/2019	VISA		1001 · Bank of E/O ...		-89.15
					8421 · Travel/Food/...	-89.15	89.15
TOTAL						-89.15	89.15

PORT OF ARLINGTON  
Check Detail  
April 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9009	04/09/2019	VISA		1001 · Bank of E/O ...		-1,593.54
					6112 · Office Suppli...	-23.64	23.64
					6112 · Office Suppli...	-66.75	66.75
					6129 · Postage	-8.15	8.15
					8426 · Advertising &...	-1,495.00	1,495.00
TOTAL						-1,593.54	1,593.54
Check	9010	04/09/2019	Gilliam County Tre...		1001 · Bank of E/O ...		-1,012.00
					8441 · Loan - Principal	-783.17	783.17
					8442 · Loan - Interest	-228.83	228.83
TOTAL						-1,012.00	1,012.00
Check	9011	04/09/2019	Bishop Sanitation L...		1001 · Bank of E/O ...		-85.00
					6622 · Sanitation	-85.00	85.00
TOTAL						-85.00	85.00
Check	9012	04/09/2019	Arlington Hardware		1001 · Bank of E/O ...		-53.93
					6329 · Sewer	-22.97	22.97
					6112 · Office Suppli...	-30.96	30.96
TOTAL						-53.93	53.93
Check	9013	04/09/2019	Loop Net		1001 · Bank of E/O ...		-69.00
					8426 · Advertising &...	-69.00	69.00
TOTAL						-69.00	69.00
Check	9014	04/09/2019	Ball, Denise / Cons...		1001 · Bank of E/O ...		-297.50
					6124 · Consultant S...	-297.50	297.50
TOTAL						-297.50	297.50

8:45 AM  
05/01/19

PORT OF ARLINGTON  
Check Detail  
April 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9015	04/09/2019	Meadow Outdoor A...		1001 · Bank of E/O ...		-1,328.00
					8426 · Advertising &...	-1,328.00	1,328.00
TOTAL						-1,328.00	1,328.00
Check	9016	04/09/2019	Arlington T.V. Coop		1001 · Bank of E/O ...		-120.00
					8427 · Telephone & ...	-20.00	20.00
					6117 · Telephone an...	-80.00	80.00
					6324 · WIFI - RV	-20.00	20.00
TOTAL						-120.00	120.00
Liability Check	9017	04/12/2019	Oregon Departmen...		1001 · Bank of E/O ...		-25.26
					2100 · Payroll Liabili...	-25.26	25.26
TOTAL						-25.26	25.26
Liability Check	9018	04/12/2019	Oregon Departmen...		1001 · Bank of E/O ...		-32.46
					2100 · Payroll Liabili...	-32.46	32.46
TOTAL						-32.46	32.46
Check	9019	04/16/2019	The Drive-In		1001 · Bank of E/O ...		-94.00
					6127 · Commissione...	-94.00	94.00
TOTAL						-94.00	94.00
Check	9020	04/16/2019	Bishop Sanitation I...		1001 · Bank of E/O ...		-35.65
					6622 · Sanitation	-35.65	35.65
TOTAL						-35.65	35.65
Check	9021	04/16/2019	City of Arlington		1001 · Bank of E/O ...		-34.91
					6115 · Dues, Subscr...	-34.91	34.91
TOTAL						-34.91	34.91

PORT OF ARLINGTON  
Check Detail  
April 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9022	04/16/2019	VanKoten & Cleave...		1001 · Bank of E/O ...		-950.00
					6113 · Legal Fees	-950.00	950.00
TOTAL						-950.00	950.00
Check	9023	04/16/2019	Inland Chemical Se...		1001 · Bank of E/O ...		-176.88
					6625 · Pest Control /...	-176.88	176.88
TOTAL						-176.88	176.88
Check	9024	04/16/2019	City of Arlington		1001 · Bank of E/O ...		-1,045.00
					6321 · Water Fees - ...	-385.00	385.00
					6329 · Sewer	-440.00	440.00
					6322 · Sanitation - RV	-104.00	104.00
					6111 · Utilities	-43.50	43.50
					8425 · Utilities	-43.50	43.50
					6622 · Sanitation	-29.00	29.00
TOTAL						-1,045.00	1,045.00
Paycheck	9025	04/30/2019	Winters, Russell S		1001 · Bank of E/O ...		-226.21
					6560 · Payroll Expe...	-245.21	245.21
					6560 · Payroll Expe...	-0.37	0.37
					2100 · Payroll Liabili...	0.37	-0.37
					2100 · Payroll Liabili...	0.25	-0.25
					6560 · Payroll Expe...	-15.20	15.20
					2100 · Payroll Liabili...	15.20	-15.20
					2100 · Payroll Liabili...	15.20	-15.20
					6560 · Payroll Expe...	-3.55	3.55
					2100 · Payroll Liabili...	3.55	-3.55
					2100 · Payroll Liabili...	3.55	-3.55
TOTAL						-226.21	226.21
Check	9026	04/25/2019	The City of Arlington		1001 · Bank of E/O ...		-1,800.00
					8430 · City of Arlingt...	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00

8:45 AM  
05/01/19

PORT OF ARLINGTON  
Check Detail  
April 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9027	04/25/2019	Gorge Networks		1001 - Bank of E/O ...		-200.23
					8427 - Telephone & ...	-49.58	49.58
					6117 - Telephone an...	-101.15	101.15
					6117 - Telephone an...	-49.50	49.50
TOTAL						-200.23	200.23
Check	9028	04/25/2019	Dean Farless		1001 - Bank of E/O ...		-187.50
					4212 - RV Park fee ...	-187.50	187.50
TOTAL						-187.50	187.50
Check	9032	04/26/2019	Arlington Saddle C...		1001 - Bank of E/O ...		-150.00
					6121 - Donations	-150.00	150.00
TOTAL						-150.00	150.00

#25,090.38

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								
June-19								
July-19								
August-19								
September-19								
October-19								
November-19								
December-19								
YTD Totals		69	621	\$ 2,338.92		0	0	\$ -

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

2017 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-17	\$ 3.44	3	38	\$ 130.34	\$ 2.69		0	\$ -
February-17	\$ 3.44	1	5	\$ 18.83	\$ 2.69		0	
March-17	\$ 3.44	13	168	\$ 336.75	\$ 2.69		0	
April-17	\$ 3.44	28	209	\$ 714.91	\$ 2.69	1	100	\$ 269.96
May-17	\$ 3.44	39	379	\$ 1,311.08	\$ 2.69	0	0	
June-17	\$ 3.95	39	408	\$ 1,480.35	\$ 2.69	4	504	\$ 1,359.18
July-17	\$ 3.95	27	267	\$ 1,056.33	\$ 2.69	3	145	\$ 391.04
August-17	\$ 3.65	47	578	\$ 2,141.55	\$ 2.69	2	93	\$ 250.00
September-17	\$ 3.65	30	239	\$ 873.58	\$ 2.69	0	0	\$ -
October-17	\$ 3.46	27	281	\$ 979.78	\$ 2.69	0	0	\$ -
November-17	\$ 3.46	21	260	\$ 900.39	\$ 2.69	0	0	\$ -
December-17	\$ 3.46	4	53	\$ 184.69	\$ 2.69	0	0	\$ -
YTD Totals		275	2,833	\$ 9,943.89		9	742	\$ 2,270.18



PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '18 - Jun 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	1,103,769.00	914,400.00	120.7%
4010 · Taxes-Current	105,348.07	100,000.00	105.3%
4011 · Taxes-Prior	5,735.91	500.00	1,147.2%
4020 · Interest - NOW Checking	105.59		
4021 · Interest - Best A/C	3,020.89		
4022 · Interest - LGIP A/C	23,881.18	10,000.00	238.8%
4030 · Land Rental	625.00	10,000.00	6.3%
4050 · Grain Elevator Lease Pymt	105,250.00	103,000.00	102.2%
4110 · Grants Income			
4111 · OSMB Grant	0.00	100.00	0.0%
4113 · Gilliam County Grant	0.00	100.00	0.0%
4114 · Unanticipated Grant Funds	0.00	100.00	0.0%
4115 · Safety Grant	0.00	100.00	0.0%
4116 · Grant-Island Erosion Repair	0.00	0.00	0.0%
4120 · MAPS Grant	7,000.00	7,050.00	99.3%
Total 4110 · Grants Income	7,000.00	7,450.00	94.0%
4210 · Marina Revenue	6,806.00	5,000.00	136.1%
4211 · RV Park Revenues			
4211-1 · RV Park Monthly Rent	33,570.00		
4211-2 · RV Park Weekly Rent	1,871.00		
4211-3 · RV Park Daily Rent	4,193.00		
4211-4 · RV Park Dry Camp	1,303.00		
4211-5 · Monthly TV	260.00		
4212 · RV Park fee Refund	-187.50		
4211 · RV Park Revenues - Other	375.00	40,000.00	0.9%
Total 4211 · RV Park Revenues	41,384.50	40,000.00	103.5%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	10,294.50	7,000.00	147.1%
4213-1 · Diesel Sales	3,990.18	2,000.00	199.5%
Total 4213 · Marina Fuel Revenue	14,284.68	9,000.00	158.7%
4214 · Marina Power and Water Revenue	400.00	200.00	200.0%
4340 · Willow Creek Rock Sales	14,950.53	5,000.00	299.0%
4350 · Willow Creek Lease Revenue	11,000.00		
4400 · Donations/Gifts	4,000.00	100.00	4,000.0%
4500 · Miscellaneous Income	270.00	100.00	270.0%
Total GENERAL FUND RESOURCES	1,447,831.35	1,204,750.00	120.2%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	458,206.00	335,056.00	136.8%
5031 · Building Lease 11-002	83,600.00	91,200.00	91.7%
5032 · Building Lease 11-004	21,000.00	1,000.00	2,100.0%
5033 · Flex Bldg Lease	16,250.00	1,000.00	1,625.0%
5113 · Grants - Gilliam County	268,960.36	350,000.00	76.8%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5116 · Grants - Other	7,848.00	6,000.00	130.8%
5130 · SIP Funds	25,528.97	25,000.00	102.1%
5600 · Transfer from General Fund	0.00	0.00	0.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOURCES	881,393.33	810,256.00	108.8%
RESERVE FUND RESOURCES			
9000 · Reserve Fund Beginning Balance	41,463.00	41,000.00	101.1%
9001 · Transfer from General Fund	10,300.00	10,300.00	100.0%
9002 · Interest Earned Reserve Fund	946.98	350.00	270.6%
Total RESERVE FUND RESOURCES	52,709.98	51,650.00	102.1%
Total Income	2,381,934.66	2,066,656.00	115.3%
Expense			
6560 · Payroll Expenses	0.00		

PORT OF ARLINGTON  
YTD Income & Expense vs. Budget  
YTD

	Jul '18 - Jun 19	Budget	% of Budget
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	18,171.56	23,000.00	79.0%
6009 · Administrative Assistant	31,987.58	45,000.00	71.1%
6011 · Payroll Taxes - Staff	4,012.79	5,000.00	80.3%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	119.74	250.00	47.9%
6015 · Employee Benefits Insurance	14,575.08	25,000.00	58.3%
6016 · Employee Benefits Retirement	7,262.10	8,000.00	90.8%
Total 6000 · Personal Services - AD	76,128.85	106,750.00	71.3%
6100 · Materials and Services - AD			
6111 · Utilities	2,587.22	3,000.00	86.2%
6112 · Office Supplies and Equipment	2,022.18	3,000.00	67.4%
6113 · Legal Fees	6,560.00	9,000.00	72.9%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	1,409.29	3,000.00	47.0%
6115 · Dues, Subscriptions, Fees - Other	2,575.29	2,000.00	128.8%
Total 6115 · Dues, Subscriptions, Fees	3,984.58	5,000.00	79.7%
6116 · Audit, Budget, Legal Notices	6,910.00	8,000.00	86.4%
6117 · Telephone and Internet Srv.	2,300.95	2,000.00	115.0%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	2,359.76	2,500.00	94.4%
6120 · Medi/SS for Commissioners	80.32	300.00	26.8%
6121 · Donations	475.00	1,000.00	47.5%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	65.00	200.00	32.5%
6124 · Consultant Services	866.25	2,000.00	43.3%
6126 · Contingency	0.00	30,700.00	0.0%
6127 · Commissioner Conference & Trave	907.06	3,000.00	30.2%
6128 · Staff Travel/Food/Lodging	126.54	500.00	25.3%
6129 · Postage	428.50	800.00	53.6%
6130 · Bad Debt Write Off	0.00	1,500.00	0.0%
6100 · Materials and Services - AD - Other	55.56		
Total 6100 · Materials and Services - AD	29,728.92	75,250.00	39.5%
6170 · Transfers Out of General Fund	10,300.00	10,300.00	100.0%
Total ADMINISTRATION EXPENSES	116,157.77	192,300.00	60.4%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	4,334.63	12,500.00	34.7%
6611 · Payroll Taxes	349.79	750.00	46.6%
6612 · Worker's Comp Insurance	141.85	500.00	28.4%
Total 6600 · Personal Services	4,826.27	13,750.00	35.1%
6620 · Materials & Services			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	749.65	1,000.00	75.0%
6623 · Comfort Station Supplies	151.63	1,800.00	8.4%
6624 · Park Electricity	1,386.36	1,500.00	92.4%
6625 · Pest Control / Chem & Fert.	176.88	200.00	88.4%
6626 · Insurance	1,129.00	2,000.00	56.5%
6627 · Park Maintenance & Supplies	812.42	2,800.00	29.0%
6628 · Miscellaneous	0.00	100.00	0.0%
Total 6620 · Materials & Services	4,405.94	10,600.00	41.6%
6630 · Capital Outlay			
6635 · Grant Match Isl.Erosion Repair	0.00	20,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	10,000.00	0.0%
6631 · Park Improvements	0.00	90,000.00	0.0%
6632 · Engineering & Surveying	2,252.50	10,000.00	22.5%
Total 6630 · Capital Outlay	2,252.50	130,000.00	1.7%
Total ISLAND PARK	11,484.71	154,350.00	7.4%

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '18 - Jun 19	Budget	% of Budget
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	211.55	3,700.00	5.7%
6711 · Payroll Taxes	14.64	250.00	5.9%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
6700 · Personal Services - Other	37.57		
Total 6700 · Personal Services	313.76	4,000.00	7.8%
6720 · Materials & Services			
6721 · Marina Electricity	2,005.18	3,000.00	66.8%
6722 · OMB Repairs - 1/2 MAPS	225.18	2,000.00	11.3%
6723 · Insurance	2,279.00	2,500.00	91.2%
6724 · Marina Maint. & Supplies	1,356.33	2,500.00	54.3%
6725 · Miscellaneous	285.29	500.00	57.1%
6727 · Marina Fuel			
6727-2 · Marina Diesel	4,676.50	3,000.00	155.9%
6727-1 · Marina Gas	8,078.08	11,000.00	73.4%
Total 6727 · Marina Fuel	12,754.58	14,000.00	91.1%
6720 · Materials & Services - Other	-150.00		
Total 6720 · Materials & Services	18,755.56	24,500.00	76.6%
6730 · Captial Outlay	-100.00		
Total MARINA	18,969.32	28,500.00	66.6%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	250.69	3,000.00	8.4%
6311 · Payroll Taxes, Maintenance - RV	16.70	300.00	5.6%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
Total 6300 · Personal Services - RV	467.39	3,500.00	13.4%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	3,376.20	4,000.00	84.4%
6322 · Sanitation - RV	1,066.00	2,000.00	53.3%
6323 · Electricity - RV Park	9,102.01	7,500.00	121.4%
6324 · WIFI - RV	385.20	600.00	64.2%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	214.38	1,000.00	21.4%
6327 · Insurance - RV	1,400.00	1,000.00	140.0%
6328 · Misc. - RV	12.00	500.00	2.4%
6329 · Sewer	3,747.48	4,000.00	93.7%
Total 6320 · Materials & Services - RV	19,303.27	21,100.00	91.5%
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	0.00	5,000.00	0.0%
Total 6340 · Capital Outlay - RV	0.00	5,000.00	0.0%
Total RV PARK EXPENSES	19,770.66	29,600.00	66.8%
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,086.97	1,200.00	90.6%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	1,086.97	1,300.00	83.6%
6540 · Capital Outlay - WQ			
6542 · Engineering & Surveying	0.00	50,000.00	0.0%
6540 · Capital Outlay - WQ - Other	0.00	748,700.00	0.0%
Total 6540 · Capital Outlay - WQ	0.00	798,700.00	0.0%
Total WILLOW CREEK QUARRY	1,086.97	800,000.00	0.1%
Total GENERAL FUND EXPENSES	167,469.43	1,204,750.00	13.9%

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '18 - Jun 19	Budget	% of Budget
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	54,514.74	67,000.00	81.4%
8410-1 · Admin. Asst. 1/3	14,889.19	20,000.00	74.4%
8411 · Payroll Taxes	5,275.55	9,500.00	55.5%
8412 · Worker's Comp Ins.	100.00	300.00	33.3%
8413 · Employee Benefits - Insurance	18,113.26	35,000.00	51.8%
8414 · Employee Benefits - Retirement	8,715.31	15,000.00	58.1%
Total PERSONNEL SERVICES	101,608.05	146,800.00	69.2%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	3,884.65	8,000.00	48.6%
8422 · Training/Seminars/Conventions	256.10	5,000.00	5.1%
8423 · Legal Fees	3,440.00	1,000.00	344.0%
8424 · Office Supplies & Equipment	983.35	1,000.00	98.3%
8424-3 · Consultant	0.00	4,000.00	0.0%
8425 · Utilities	1,842.08	1,500.00	122.8%
8426 · Advertising & Marketing	7,045.02	35,000.00	20.1%
8426-1 · Dues & Subscriptions	325.00	500.00	65.0%
8426-2 · A Town Throw Down	60.00		
8427 · Telephone & Internet Service	1,844.90	3,500.00	52.7%
8428 · Website Develop. & Maint.	50.00	1,500.00	3.3%
8429 · Building Insurance	5,857.00	9,000.00	65.1%
8430 · City of Arlington Insitu Lease	19,800.00	21,600.00	91.7%
8430-1 · Feasibility Studies	18,960.36	114,000.00	16.6%
8430-2 · Grant Match	0.00	15,000.00	0.0%
8430-3 · Business Start Up Program	36,577.85	35,000.00	104.5%
8430-4 · Property Taxes	5,018.04	5,000.00	100.4%
8433 · Telecom Infrastr Creation	0.00	0.00	0.0%
8439 · Contingency	0.00	30,000.00	0.0%
Total MATERIALS AND SERVICES	105,944.35	290,600.00	36.5%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	0.00	17,000.00	0.0%
8432 · Engineering & Surveying	16,299.80	37,856.00	43.1%
8435 · Building Construction	213,778.01	305,856.00	69.9%
Total CAPITAL OUTLAY	230,077.81	360,712.00	63.8%
DEBT SERVICE			
8441 · Loan - Principal	7,727.05	9,250.63	83.5%
8442 · Loan - Interest	2,392.95	2,893.37	82.7%
Total DEBT SERVICE	10,120.00	12,144.00	83.3%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	447,750.21	810,256.00	55.3%
RESERVE FUND EXPENSES			
9500 · Repair, Maint.,Grant Match	0.00	51,650.00	0.0%
Total RESERVE FUND EXPENSES	0.00	51,650.00	0.0%
Total Expense	615,219.64	2,066,656.00	29.8%
Net Ordinary Income	1,766,715.02	0.00	100.0%
Net Income	1,766,715.02	0.00	100.0%

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

	Feb 19				Mar 19				Apr 19			
	Feb 18	Feb 18	\$ Change	% Change	Mar 18	Mar 18	\$ Change	% Change	Apr 18	Apr 18	\$ Change	% Change
Ordinary Income/Expense												
Income												
4210 · Marina Revenue	236.00	662.00	-426.00	-64.35%	820.00	286.00	534.00	186.71%	1,552.00	302.00	1,250.00	413.91%
4211 · RV Park Revenues												
4211-1 · RV Park Monthly Rent	1,425.00	2,250.00	-825.00	-36.67%	5,125.00	4,125.00	1,000.00	24.24%	4,500.00	3,250.00	1,250.00	38.46%
4211-2 · RV Park Weekly Rent	310.00	125.00	185.00	148.0%	0.00	125.00	-125.00	-100.0%	125.00	0.00	125.00	100.0%
4211-3 · RV Park Daily Rent	30.00	60.00	-30.00	-50.0%	0.00	180.00	-180.00	-100.0%	60.00	360.00	-300.00	-83.33%
4211-4 · RV Park Dry Camp	27.00	9.00	18.00	200.0%	9.00	36.00	-27.00	-75.0%	27.00	64.00	-37.00	-57.81%
4211-5 · Monthly TV	0.00	0.00	0.00	0.0%	40.00	0.00	40.00	100.0%	40.00	0.00	40.00	100.0%
4212 · RV Park fee Refund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	-187.50	0.00	-187.50	-100.0%
4211 · RV Park Revenues - Other	0.00	0.00	0.00	0.0%	375.00	0.00	375.00	100.0%	0.00	0.00	0.00	0.0%
Total 4211 · RV Park Revenues	1,792.00	2,444.00	-652.00	-26.68%	5,549.00	4,466.00	1,083.00	24.25%	4,564.50	3,674.00	890.50	24.24%
4213 · Marina Fuel Revenue												
4213-2 · Gasoline Sales	591.47	258.03	333.44	129.23%	337.40	642.94	-305.54	-47.52%	1,004.21	890.77	113.44	12.74%
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%
Total 4213 · Marina Fuel Revenue	591.47	258.03	333.44	129.23%	337.40	642.94	-305.54	-47.52%	1,004.21	890.77	113.44	12.74%
4214 · Marina Power and Water Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	80.00	30.00	50.00	166.67%
4340 · Willow Creek Rock Sales	1,756.18	147.73	1,608.45	1,088.78%	536.46	345.91	190.55	55.09%	0.00	5,150.84	-5,150.84	-100.0%

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## **Port Manager/ Economic Development Report**

### **May 14, 2019**

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

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

#### **Administration**

The upcoming Port's budget has been revised to reflect the grant funding approved by Gilliam County Court and pending by Oregon State Marine Board. Budget Hearing set for May 14<sup>th</sup> at 4:00 p.m.

#### **Industrial Park**

Port manager attended legislative days at the State Capitol, including meeting with Senator Bill Hansell and Representative Greg Smith. The Port was also briefed on various bills working through the State Capitol by the Oregon Public Ports

#### **Lower Willow Creek Irrigation Project**

The committee held a meeting at the Grain Lab and discussed alternative routing to bring water to Eight Mile Canyon area from Arlington. Seven farmers attended the meeting, including two farmers not part of the original study area. The route will shave off several miles of pipe off the route from Willow Creek, Run River water past Shuttler Station on its way to Eight Mile Canyon. The committee heard from farmers whose farms are running out of water, even with deeper wells and efficient irrigation equipment. Domestic wells are running dry too. The water table situation is dire. These farmers all want to see the project move forward. The project will now turn to acquiring water rights. The committee seeks to firm up the original ask with the City of Arlington's river water right.

#### **The Willow Creek Port Site**

The survey mapping is complete. Port now has a detailed set of drawings of the north side properties.

#### **Island Park and Marina**

Oregon State Marine Board has received the Port's application for the bathroom replacement project. Here is a summary OSMB issued this year's funding request:

*"A total of 22 applications were received requesting nearly \$8.0 million in boater funds. We anticipate having \$1.9 million available for Cycle 1. If HB2080 Boating Related Services, Program*

*Fees is approved by the Legislature as proposed an additional \$350,000 would be available for Cycle 1 funding. This will be a very competitive grant funding cycle.*

*Applications are being reviewed and evaluated. We will contact you if we have questions or request clarification on your application. Once all applications have been evaluated and any questions addressed, we will prepare a staff report with recommendation for the Board to consider. A copy of the staff report will be emailed to you prior to the Board meeting.*

*The Board is scheduled to consider grant applications on June 18, 2019 from 1:00-5:00pm.*

## **Railroad Avenue**

The Port's railroad avenue project is nearly ready to advance out of design and permitting.

LS Networks is requesting a right of way for fiber attachment to the poles on the Port's property. The Port is working with PPL and LSN to move the power pole to the corner of the lot so LSN's added guy wire will not impede further onto the Port's property.

KOIN TV station in Portland is working with the Port to mount a weather channel camera on Port Property. The Arlington Chamber and Port are seeking match funding sufficient to apply for a Gilliam County Community grant (25%). Available funds from both entities are very limited this year as funds have already been committed to the Billboards. KOIN has agreed to reduce the annual agreement to six months to reduce the overall cost of the ad campaign. Sponsorship will gain advertiser(s) a broad audience on the KOIN's newscast to over a 1 million viewers. KOIN provides a camera and its presented directly IN their news, rather around it like a normal commercial –it's a little different than traditional TV advertising. Arlington becomes part of the news. On average, Arlington can expect it to be seen on TV a couple times a day, every business day and once on the weekends. Arlington Chamber or Port or County logo can be placed on the camera if we want it – so the Port, or the Chamber, County, etc. (whoever's participating), has some kind of branding if we want it presented.

## **Up Coming Dates:**

May 1 – Phone conference with industrial prospect client  
May 2 – Site visit Project Palm Tree  
May 6 – Small Business Client meeting, Condon  
May 7 – Port of Portland tour – all day  
May 8 – Arlington TV Coop, Board meeting, 5 p.m.  
Arlington City Council, 6:30 p.m.  
May 9 – Oregon Clean Marina site visit, Arlington, 11:00 a.m.  
May 14 – Oregon Port Budget Hearing, Port office, 4:00 p.m.  
Port Board meeting to follow.  
May 16 – Legislative meeting, Salem, all day  
May 27 – Memorial Day

**Gilliam County Grant Ranking and Funding Decision- March 26, 2019**

**Capital Investment Grants**

<b>Rank</b>	<b>Applicant</b>	<b>Applicant Request</b>	<b>Review Team Recommendation</b>		<b>County Court Decision</b>
1	Condon School District	\$ 440,000	Fund with Conditions	\$ 440,000	\$ 440,000
2	Arlington School District	\$ 400,000	Fund with Conditions	\$ 400,000	\$ 400,000
3	Port of Arlington	\$ 317,000	Do Not Fund	\$ -	\$ -
<b>TOTAL</b>					<b>\$ 840,000</b>

**Operational Support Grants**

<b>Rank</b>	<b>Applicant</b>	<b>Applicant Request</b>	<b>Review Team Recommendation</b>		<b>Budget Committee Decision</b>
1	South Gilliam Health Center	\$ 150,000	Fund	\$ 150,000	\$ 150,000
2	Arlington HELP	\$ 8,000	Fund with Conditions	\$ 10,000	\$ 10,000
3	Condon Food Pantry	\$ 10,000	Fund	\$ 10,000	\$ 10,000
4	North Gilliam Health District	\$ 45,000	Fund with Conditions	\$ 45,000	\$ 45,000
5	Arlington Child Care	\$ 80,760	Fund	\$ 80,760	\$ 80,760
6	Condon Child Care	\$ 202,750	Fund with Conditions	\$ 120,000	\$ 120,000
7	Arlington Preschool	\$ 34,000	Fund	\$ 34,000	\$ 34,000
8	Arlington Public Library	\$ 22,000	Fund	\$ 22,000	\$ 22,000
9	Condon S.D. Early College Program	\$ 10,000	Fund	\$ 10,000	\$ 10,000
10	Arlington S.D. Early College/Counselor	\$ 100,000	Fund with Conditions	\$ 100,000	\$ 50,000
11	Summit Springs Village	\$ 150,000	Fund with Conditions	\$ 150,000	\$ 150,000
12	Gilliam County SWCD	\$ 42,370	Fund	\$ 42,370	\$ 42,370
13	Pioneer CDC	\$ 55,000	Fund with Conditions	\$ 35,000	\$ 35,000
14	Condon Chamber of Commerce	\$ 35,000	Fund with Conditions	\$ 28,000	\$ 28,000
15	Gilliam Historical Society	\$ 16,300	Fund	\$ 16,300	\$ 16,300
16	Port of Arlington	\$ 75,000	Fund with Conditions	\$ 40,000	\$ 40,000
17	City of Arlington - China Creek	\$ 25,000	Fund with Conditions	\$ 15,000	\$ 15,000
18	Arlington S.D. Internship Program	\$ 15,000	Fund with Conditions	\$ 15,000	\$ -
		<b>TOTAL \$ 1,076,180</b>		<b>\$ 923,430</b>	<b>\$ 858,430</b>

**GRAND TOTAL \$ 1,698,430**



Gilliam County Grant Application  
Review Sheet and Staff Report  
For FY 2019-2020 Grant Cycle

**Operational Support Grant Program**

**Date:** 3/25/2019

**Applicant:** Port of Arlington

Ranked No: 16 of 18.

**Eligible Entity:** Yes ☒ No ☐

**Previous Applicant:** Yes ☒ No ☐

**Contact Person:** Peter Mitchell, Port Manager

**Total Project Cost:** \$104,000

**Request from County:** \$75,000

**Matching Funds Secured:** \$29,000

**Matching Funds Pending:** \$

**Match Percentage (Minimum 10%):** 75

**Timeline:** Annual Operating 2019-20

**Project Summary:**

The Port is asking the County to continue funding the Port’s Small business Assistance Program (SBA) and the Port’s Marketing Program.

**Key Facts & Findings:**

According to the application, the Port has funded five (5) businesses through the SBA program in the last two years. The program is capped at \$10,000 per business; meaning that no more than \$50,000 was processed through the program in two years. Therefore it is hard to understand why the request for a single year is \$40,000. It also raises questions as to how past County funding for this program was spent.

The remaining \$35,000 of the request is for the Port’s Marketing Program. The Review Team struggled to understand why the County should be expected cover the marketing expense for the Port. The Team also felt that the marketing expense was unreasonably high.

As with the Capital Investment Grant application, the Review Team again questions why the Port is not putting their own money into these programs, at least as a match. The Port is sitting on substantial reserves that they seem unwilling to use for any purpose, instead relying on the County to fund everything they do.

The Review Team also discussed the similarities between this program and the County’s Business Development Loan program and if there were redundancies that made one or the other unnecessary.

**Gilliam County Grant Application**

**Review Sheet and Staff Report**

**For FY 2019-2020 Grant Cycle**

A healthy and active Port is vital to future economic development in the County. However, it is also imperative that the Port have some “skin in the game”. It would be beneficial for the economic development relationship, roles, and responsibilities between the County and the Port to be clarified and put into a written agreement. Without a clear delineation of the Port’s role in County economic development it is very difficult for the Review Team to evaluate the Port’s proposals.

**Staff Recommendation: Fund With Conditions**

The Review Team recommends reduced funding of this request:

- Marketing Program - \$20,000
- Small Business Development - \$20,000

**Total Recommendation - \$40,000**

The Review Team further recommends that the grant agreement include stipulations about unused funding either being returned or tracked for adjustment in each year’s request. (i.e. maintaining an available \$50,000 fund for the program each year by replacing only what was used in the previous year.)

The Review Team highly recommends that the County Court reach a resolution of the 2006 Willow Creek IGA and that they also clarify the rolls and responsibilities of the Port as the County’s economic development office at the earliest possible opportunity.

Gilliam County Grant Application  
Review Sheet and Staff Report  
For FY 2019-2020 Grant Cycle

**Capital Investment Grant Program**

**Date:** 3/25/2019

**Applicant:** Port of Arlington

**Eligible Entity:** Yes ☒ No ☐

**Previous Applicant:** Yes ☒ No ☐

**Contact Person:** Peter Mitchell, Port Manager

**Total Project Cost:** \$475,050

**Request from County:** \$317,000

**Matching Funds Secured:** \$42,050

**Matching Funds Pending:** \$116,000

**Match Percentage (Minimum 35%):** 49

**Timeline:** Island Park water and sewer expansion: Fall 2019 thru early Winter 2020

Condon Airport water line expansion: End of year 2020

**Project Summary:**

1. Island Park Sewer and Water Expansion: Extending the water and sewer system from the RV/Bathroom area up to Island Park to allow for future development on Island Park. The future development seems to be based on a desire to build an “industrial building with office space” at Island Park. Work would be conducted in Fall 2019/Winter 2020 along with the Island Park restroom upgrade project which was previously funded by the Budget Committee. This project includes replacing the Lift Station pumps and electrical system.
2. Condon Airport Water Line Extension: Extending the City of Condon’s water line to Linus Pauling Field State Airport.

**Gilliam County Grant Application**

**Review Sheet and Staff Report**

**For FY 2019-2020 Grant Cycle**

**Key Facts & Findings:**

The Port submitted two projects in one application. In future years it would be preferred to have each project submitted in an individual grant application. It is difficult to review and rank two projects as if they were one.

If considered separately, there is not enough match for the Island Park water & sewer line project to qualify for County grant funding. The match shown in the application is primarily for the Condon Airport project.

Both projects lack a clear work plan in the application and budgeted numbers have no supporting documentation (like price quotes) to support them. The Port did supply a multi-year capital project list which showed that the proposed water and sewer lines might eventually service a new building on Island Park. However, the Port's financials clearly show that they do not have the financial reserves at this time to construct such a building, leading the Review Team to postulate that the plan would be to ask the County to fund that construction as well. The Review Team feels that it is a poor use of money to install water and sewer service for a building that may never be built. The preference would be for a complete development plan for the building and utilities to be considered together.

1. Island Park Sewer and Water Expansion: With the exception of coordination and management work put in by the Port of Arlington, the County would be the sole funder of this project. A healthy and active Port is vital to future economic development in the County. However, it is also imperative that the Port have some "skin in the game". It would be beneficial for the economic development relationship, roles, and responsibilities between the County and the Port to be clarified and put into a written agreement. Without a clear delineation of the Port's role in County economic development it is very difficult for the Review Team to evaluate the Port's proposals.
2. Condon Airport Water Line Extension: The County has previously provided the Port with \$17,000 towards this project. The City of Condon had previously pledged support, including labor and equipment, to the project but has now backed out and will not be contributing to the project. Success of this project is now predicated on the Port applying for and receiving grant funds from the Oregon Department of Aviation. Once installed, it seems that the City of Condon would assume ownership of the County funded water line. Additional individual system hook-ups would be required in the future and it is unclear who would pay for those. There was no documentation of how many end users are located at the Airport or how many of them would want on the system if it was installed; or put another way, how would the system generate revenue sufficient to operate and cover repair/maintenance. Absent a sustainability plan for the system and without City of Condon support for the project, the Review Team does not feel that the project is a worthwhile use of County funding.

**Gilliam County Grant Application**

**Review Sheet and Staff Report**

**For FY 2019-2020 Grant Cycle**

**Staff Recommendation: Do Not Fund**

The Review Team recommends that the Budget Committee **does not fund** either of the proposed projects in this request. The primary reasons for the recommendation are as follows:

- The lack of a comprehensive plan for development of the Island Park property, especially in respect to how future development would be funded.
- The lack of Port funds as match for capital improvements to the Port property, especially considering the significant reserves the Port has available.
- Lack of participation by the City of Condon in the Linus Pauling Field water line project.

The Review Team highly recommends that the County Court reach a resolution of the 2006 Willow Creek IGA and that they also clarify the rolls and responsibilities of the Port as the County's economic development office prior to releasing any additional capital project funds to the Port. If this is accomplished, the Port can re-apply for Capital Investment grant funding in the Fall grant cycle.

The Review Team also recommends the Budget Committee put sufficient funding in the proper County budget line item so that economic development dollars are available during the Fall capital investment grant cycle.