



Port of Arlington

PO Box 279
Arlington, Oregon 97812
541-454-2868

Port of Arlington

AGENDA

5:00 pm

Tuesday, December 11, 2018

Meeting Location:

Port Office – 100 Port Island Rd.

Arlington, OR 97812

Regular Commission Meeting

1. Call meeting to order
2. Public Comment on non-agenda items
3. Consent Agenda:
 - Approval of November 13, 2018 Commission Meeting Minutes
 - Approval of November 2018 Payables and Financials
4. Chairman's Report –
5. Commissioner's Reports –
6. Economic Development –
 - 6.1 Small Business Assistance Grant quarterly report for Arlington Towing and Repair
 - 6.2 Nathan and Jennifer Smallfoot – Small Business Assistance Grant Application
 - 6.3 Tony Price - Small Business Assistance Grant Application
 - 6.4 Mesa Group Lease Amendment
 - 6.5 Irrigation Feasibility Study – Update
 - 6.6 Flex Building - Update
 - 6.7 EDO Report
7. Administration –
 - 7.1

Upcoming Meetings:

Regular Commission Meeting on Tuesday, January 8, 2019 at the Gilliam County Courthouse in Condon Oregon

This meeting is conducted in a handicapped accessible room

Posted: Tuesday, December 4, 2019: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office -Condon & Arlington; Arlington City Hall; Port Office

Regular Commission Meeting
MINUTES
Port of Arlington
November 13, 2018
5 p.m.
Port Office – 100 Port Island Rd.
Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 5:00 pm by President Wilson.

Those Present: President Wilson; Vice President Kennedy; Commissioner Fitzsimmons; Commissioner McGuire; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Kelly Margheim; Attorney Ruben Cleaveland;

Absent: Commissioner Hunking;

Audience: Ron Holt, Jack Ingram, Gene Williamson, Tony Price

2. Public Comment on non-agenda items- Ron Holt with the Mesa Group states that they are continuing to go month to month rent on the Hanger Building, but seeks a rent reduction due to restrictions the state is putting on their business. Ron Holt has been in contact with Representative Greg Smith, after introduction by Port Manger, to see if they can get legislative relieve. In Todd Turpin's letter the Mesa group is asking for a rent reduction from \$2,500 to \$1,700. If approved they will be able to commit to extending their rental for a longer period and continuing to service their existing customers. The consensus of the Board is that the rent be reduced to \$1,700.00 a month. The Port Board will discuss this further at the December board meeting.

Tony Price asked to be put on the next Port agenda in December for a business plan presentation.

2.1 Executive Session: Executive Session Per ORS 192.660 subsection (2)(G) to consider preliminary negotiations regarding trade or commerce in which you are in competition with other states or nations.

Recess to Executive Session 5:20 pm

Re-Adjourn to Regular Session 5:45 pm

3. Consent Agenda:

- Approval of October 9, 2018 Commission Meeting Minutes
 - Approval of October 2018 Payables and Financials
- Commissioner Kennedy moved to approve the consent agenda and Commissioner Fitzsimmons seconded. The motion carried 3-0

4. **Chairman's Report:** President Wilson asked if The Port staff should receive a Christmas Bonus as in previous years. Commissioner Fitzsimmons moved to approve \$100.00 Christmas Bonus to the Port staff. Commissioner McGuire seconded. The motion carried 3-0.
5. **Commissioner Report:** Commissioner Fitzsimmons asked if the Flex building was winterized. EDO Mitchell reported that the building has been winterized. In addition, there are two heaters running on low at 55 degrees. Commissioner Kennedy would like to use a small piece of property at Willow Creek for gravel storage for County use this winter. Board consensus to approve the County's use of Port property for gravel storage for no charge.
6. **Economic Development:**

6.1 Small Business Assistance Grant quarterly report from Arlington Towing and Repair. Paul Jayo was unable to attend due to an overload of clients needing immediate service work. Mr. Jayo will be at the next Port board meeting December 11, 2018.

6.2 Irrigation Feasibility Study – EDO Mitchell states the Port should receive the feasibility summary this month. The report will be put on the Port's website when it is available. The Port will have a public meeting on the findings in January 2019, a date to be determined.

6.3 EDO Report – The report was included in the Commission packets. EDO Mitchell thanked everyone for attending the Flex building ribbon cutting. The Island Spirit tour ship docked at the Port for a second time and purchased fuel. The passengers spent the Port call visiting local businesses and buying gift items. The Island Spirit provides tours of the Columbia River from Astoria to Clarkston-Lewiston with frequent stops in between. EDO Mitchell is looking for a landscaper to install the rigging area after the contractor withdrew from the project.

The Port had a big wind day November 3rd and had a huge wind surfer turn out. A company is looking at leasing, long term, the Port's property on Railroad Avenue next to the Gronquist building.

Break at 6:20 pm – 6:50 pm

Recess to Executive Session at 6:51 pm

7.0 Administration –

7.1 Executive Session Per ORS 192.660(2)(F) To consider information or records that are exempt from disclosure by law, including written advice from Attorney.

Re-Adjourn to Regular Session at 7:24 pm
Meeting adjourned 7:25

President Ron Wilson

V.P. Dewey Kennedy

DRAFT

**Port of Arlington
Regular Monthly Commission Meeting
Tuesday, December 11, 2018
NOVEMBER 2018 PAYABLES**

Resources:

Deposits and Credits through 11/30/2018 (see attached detail)

Total Deposits and Credits– All Accounts \$ 16,609.20

Expenses:

Checks Written: 8833 through 8877

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

Total Expenses and Transfers– All Accounts (\$82,095.75)

Bank Balance Information:

Ledger Balance as of 11/30/18: Bank of Eastern Oregon Checking: \$ 244,751.81
Bank of E. Oregon Reserve Fund: \$ 52,133.90
Bank of E. Oregon Muni Market Fund: \$ 160,711.40
LGIP: (11/30/18) \$1,240,308.71

Commission President Ron Wilson

Vice President Dewey Kennedy

PORT OF ARLINGTON
Profit & Loss Prev Year Comparison
July through November 2018

	TOTAL															
	Sep 18	Sep 17	\$ Change	% Change	Oct 18	Oct 17	\$ Change	% Change	Nov 18	Nov 17	\$ Change	% Change	Jul - Nov 18	Jul - Nov 17	\$ Change	% Change
GENERAL FUND RESOURCES																
4210 - Marina Revenue	1,402.00	170.00	1,232.00	724.71%	586.00	980.00	-394.00	-40.2%	170.00	-566.00	726.00	130.58%	3,576.00	2,974.00	602.00	20.24%
4211 - RV Park Revenues																
4211-1 - RV Park Monthly Rent	3,375.00	2,625.00	750.00	28.57%	2,875.00	3,800.00	-925.00	-24.34%	3,000.00	3,005.00	-5.00	-0.17%	14,645.00	14,680.00	-35.00	-0.24%
4211-2 - RV Park Weekly Rent	0.00	750.00	-750.00	-100.0%	625.00	500.00	125.00	25.0%	0.00	625.00	-625.00	-100.0%	1,161.00	2,500.00	-1,339.00	-53.56%
4211-3 - RV Park Daily Rent	1,165.00	960.00	205.00	21.35%	300.00	570.00	-270.00	-47.37%	208.00	150.00	58.00	38.67%	4,023.00	4,360.00	-337.00	-7.73%
4211-4 - RV Park Dry Camp	499.00	300.00	199.00	66.33%	119.00	110.00	9.00	8.18%	20.00	48.00	-26.00	-56.52%	1,231.00	936.00	295.00	31.52%
4211-5 - Monthly TV	0.00	0.00	0.00	0.0%	20.00	0.00	20.00	100.0%	40.00	0.00	40.00	100.0%	60.00	0.00	60.00	100.0%
4212 - RV Park fee Refund	0.00	-187.50	187.50	100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	-500.00	500.00	100.0%
4211 - RV Park Revenues - Other	20.00	0.00	20.00	100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	20.00	0.00	20.00	100.0%
Total 4211 - RV Park Revenues	5,059.00	4,447.50	611.50	13.75%	3,939.00	4,980.00	-1,041.00	-20.9%	3,268.00	3,826.00	-558.00	-14.58%	21,140.00	21,976.00	-836.00	-3.8%
4213 - Marina Fuel Revenue																
4213-2 - Gasoline Sales	1,150.99	873.58	277.41	31.76%	2,352.91	979.78	1,373.13	140.15%	516.79	900.39	-383.60	-42.6%	7,610.87	5,951.63	1,659.24	27.88%
4213-1 - Diesel Sales	254.24	0.00	254.24	100.0%	2,441.98	0.00	2,441.98	100.0%	0.00	0.00	0.00	0.0%	3,990.18	641.04	3,349.14	522.45%
Total 4213 - Marina Fuel Revenue	1,405.23	873.58	531.65	60.86%	4,794.89	979.78	3,815.11	389.38%	516.79	900.39	-383.60	-42.6%	11,601.05	6,592.67	5,008.38	75.97%
4214 - Marina Power and Water Revenue	20.00	0.00	20.00	100.0%	20.00	180.00	-160.00	-88.89%	0.00	0.00	0.00	0.0%	320.00	260.00	60.00	23.08%
4340 - Willow Creek Rock Sales	5,343.92	5,760.30	-416.38	-7.23%	0.00	1,068.74	-1,068.74	-100.0%	910.89	1,509.92	-599.03	-39.67%	9,678.70	11,690.37	-2,011.67	-17.21%

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual
 July 2011 through Sept. 2011=25% of Budget Year

	Jul '18 - Jun 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	914,550.00	914,400.00	100.0%
4010 · Taxes-Current	6,544.29	100,000.00	6.5%
4011 · Taxes-Prior	1,884.23	500.00	376.8%
4020 · Interest - NOW Checking	38.08		
4021 · Interest - Best A/C	1,244.48		
4022 · Interest - LGIP A/C	10,161.06	10,000.00	101.6%
4030 · Land Rental	425.00	10,000.00	4.3%
4050 · Grain Elevator Lease Pymt	105,250.00	103,000.00	102.2%
4110 · Grants Income			
4111 · OSMB Grant	0.00	100.00	0.0%
4113 · Gilliam County Grant	0.00	100.00	0.0%
4114 · Unanticipated Grant Funds	0.00	100.00	0.0%
4115 · Safety Grant	0.00	100.00	0.0%
4116 · Grant-Island Erosion Repair	0.00	0.00	0.0%
4120 · MAPS Grant	7,000.00	7,050.00	99.3%
Total 4110 · Grants Income	7,000.00	7,450.00	94.0%
4210 · Marina Revenue	3,576.00	5,000.00	71.5%
4211 · RV Park Revenues			
4211-1 · RV Park Monthly Rent	14,645.00		
4211-2 · RV Park Weekly Rent	1,161.00		
4211-3 · RV Park Daily Rent	4,023.00		
4211-4 · RV Park Dry Camp	1,231.00		
4211-5 · Monthly TV	60.00		
4211 · RV Park Revenues - Other	20.00	40,000.00	0.1%
Total 4211 · RV Park Revenues	21,140.00	40,000.00	52.9%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	7,610.87	7,000.00	108.7%
4213-1 · Diesel Sales	3,990.18	2,000.00	199.5%
Total 4213 · Marina Fuel Revenue	11,601.05	9,000.00	128.9%
4214 · Marina Power and Water Revenue	320.00	200.00	160.0%
4340 · Willow Creek Rock Sales	9,678.70	5,000.00	193.6%
4350 · Willow Creek Lease Revenue	6,579.32		
4400 · Donations/Gifts	4,000.00	100.00	4,000.0%
4500 · Miscellaneous Income	150.00	100.00	150.0%
Total GENERAL FUND RESOURCES	1,104,142.21	1,204,750.00	91.6%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	335,056.00	335,056.00	100.0%
5031 · Building Lease 11-002	38,000.00	91,200.00	41.7%
5032 · Building Lease 11-004	12,500.00	1,000.00	1,250.0%
5033 · Flex Bldg Lease	250.00	1,000.00	25.0%
5113 · Grants - Gilliam County	253,942.75	350,000.00	72.6%
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	0.00	25,000.00	0.0%
5600 · Transfer from General Fund	0.00	0.00	0.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOUR...	647,596.75	810,256.00	79.9%
RESERVE FUND RESOURCES			
9000 · Reserve Fund Beginning Balance	41,000.00	41,000.00	100.0%
9001 · Transfer from General Fund	10,300.00	10,300.00	100.0%
9002 · Interest Earned Reserve Fund	370.74	350.00	105.9%
Total RESERVE FUND RESOURCES	51,670.74	51,650.00	100.0%
Total Income	1,803,409.70	2,066,656.00	87.3%
Expense			
6560 · Payroll Expenses	0.00		

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual
 July 2011 through Sept. 2011=25% of Budget Year

	Jul '18 - Jun 19	Budget	% of Budget
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	9,098.26	23,000.00	39.6%
6009 · Administrative Assistant	20,213.18	45,000.00	44.9%
6011 · Payroll Taxes - Staff	2,315.70	5,000.00	46.3%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	119.74	250.00	47.9%
6015 · Employee Benefits Insurance	6,935.68	25,000.00	27.7%
6016 · Employee Benefits Retirement	4,467.94	8,000.00	55.8%
Total 6000 · Personal Services - AD	43,150.50	106,750.00	40.4%
6100 · Materials and Services - AD			
6111 · Utilities	763.55	3,000.00	25.5%
6112 · Office Supplies and Equipment	1,026.31	3,000.00	34.2%
6113 · Legal Fees	3,781.50	9,000.00	42.0%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	765.41	3,000.00	25.5%
6115 · Dues, Subscriptions, Fees - Other	1,612.76	2,000.00	80.6%
Total 6115 · Dues, Subscriptions, Fees	2,378.17	5,000.00	47.6%
6116 · Audit, Budget, Legal Notices	3,000.00	8,000.00	37.5%
6117 · Telephone and Internet Srv.	1,147.70	2,000.00	57.4%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	2,174.32	2,500.00	87.0%
6120 · Medi/SS for Commissioners	80.32	300.00	26.8%
6121 · Donations	325.00	1,000.00	32.5%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	65.00	200.00	32.5%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	30,700.00	0.0%
6127 · Commissioner Conference & Trave	415.94	3,000.00	13.9%
6128 · Staff Travel/Food/Lodging	126.54	500.00	25.3%
6129 · Postage	197.40	800.00	24.7%
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	15,537.31	75,250.00	20.6%
6170 · Transfers Out of General Fund	10,300.00	10,300.00	100.0%
Total ADMINISTRATION EXPENSES	68,987.81	192,300.00	35.9%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	3,658.32	12,500.00	29.3%
6611 · Payroll Taxes	296.92	750.00	39.6%
6612 · Worker's Comp Insurance	141.85	500.00	28.4%
Total 6600 · Personal Services	4,097.09	13,750.00	29.8%
6620 · Materials & Services			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	145.00	1,000.00	14.5%
6623 · Comfort Station Supplies	13.98	1,800.00	0.8%
6624 · Park Electricity	533.92	1,500.00	35.6%
6625 · Pest Control / Chem & Fert.	0.00	200.00	0.0%
6626 · Insurance	0.00	2,000.00	0.0%
6627 · Park Maintenance & Supplies	678.44	2,800.00	24.2%
6628 · Miscellaneous	0.00	100.00	0.0%
Total 6620 · Materials & Services	1,371.34	10,600.00	12.9%

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual

July 2011 through Sept. 2011=25% of Budget Year

	Jul '18 - Jun 19	Budget	% of Budget
6630 · Capital Outlay			
6635 · Grant Match Isl.Erosion Repair	0.00	20,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	10,000.00	0.0%
6631 · Park Improvements	0.00	90,000.00	0.0%
6632 · Engineering & Surveying	940.00	10,000.00	9.4%
Total 6630 · Capital Outlay	940.00	130,000.00	0.7%
Total ISLAND PARK	6,408.43	154,350.00	4.2%
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	211.55	3,700.00	5.7%
6711 · Payroll Taxes	12.66	250.00	5.1%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
Total 6700 · Personal Services	274.21	4,000.00	6.9%
6720 · Materials & Services			
6721 · Marina Electricity	570.94	3,000.00	19.0%
6722 · OMB Repairs - 1/2 MAPS	225.18	2,000.00	11.3%
6723 · Insurance	0.00	2,500.00	0.0%
6724 · Marina Maint. & Supplies	1,356.33	2,500.00	54.3%
6725 · Miscellaneous	286.29	500.00	67.1%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	3,000.00	0.0%
6727-1 · Marina Gas	5,451.58	11,000.00	49.6%
Total 6727 · Marina Fuel	5,451.58	14,000.00	38.9%
Total 6720 · Materials & Services	7,889.32	24,500.00	32.2%
Total MARINA	8,163.53	28,500.00	28.6%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	213.13	3,000.00	7.1%
6311 · Payroll Taxes, Maintenance - RV	12.82	300.00	4.3%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
Total 6300 · Personal Services - RV	425.95	3,500.00	12.2%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	1,548.00	4,000.00	38.7%
6322 · Sanitation - RV	533.00	2,000.00	26.7%
6323 · Electricity - RV Park	2,336.32	7,500.00	31.2%
6324 · WIFI - RV	285.20	600.00	47.5%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	109.82	1,000.00	11.0%
6327 · Insurance - RV	0.00	1,000.00	0.0%
6328 · Misc. - RV	12.00	500.00	2.4%
6329 · Sewer	1,819.84	4,000.00	45.5%
Total 6320 · Materials & Services - RV	6,644.18	21,100.00	31.5%
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	7,070.13	29,600.00	23.9%
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%

PORT OF ARLINGTON
Profit & Loss Budget vs. Actual

July 2011 through Sept. 2011=25% of Budget Year

	Jul '18 - Jun 19	Budget	% of Budget
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	91,716.87	1,204,750.00	7.6%
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	27,294.89	67,000.00	40.7%
8410-1 · Admin. Asst. 1/3	8,823.59	20,000.00	44.1%
8411 · Payroll Taxes	2,789.42	9,500.00	29.4%
8412 · Worker's Comp Ins.	100.00	300.00	33.3%
8413 · Employee Benefits - Insurance	9,558.40	35,000.00	27.3%
8414 · Employee Benefits - Retirement	5,013.47	15,000.00	33.4%
Total PERSONNEL SERVICES	53,579.77	146,800.00	36.5%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	2,894.50	8,000.00	36.2%
8422 · Training/Seminars/Conventions	0.00	6,000.00	0.0%
8423 · Legal Fees	630.00	1,000.00	63.0%
8424 · Office Supplies & Equipment	1,121.00	1,000.00	112.1%
8424-3 · Consultant	0.00	4,000.00	0.0%
8425 · Utilities	942.80	1,500.00	62.9%
8426 · Advertising & Marketing	2,880.63	35,000.00	8.2%
8426-1 · Dues & Subscriptions	250.00	500.00	50.0%
8426-2 · A Town Throw Down	60.00		
8427 · Telephone & Internet Service	942.00	3,500.00	26.9%
8428 · Website Develop. & Maint.	50.00	1,500.00	3.3%
8429 · Building Insurance	465.00	9,000.00	5.2%
8430 · City of Arlington Insitu Lease	10,800.00	21,600.00	50.0%
8430-1 · Feasibility Studies	11,124.25	114,000.00	9.8%
8430-2 · Grant Match	0.00	15,000.00	0.0%
8430-3 · Business Start Up Program	17,469.48	35,000.00	49.9%
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	54,647.70	290,600.00	18.8%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	0.00	17,000.00	0.0%
8432 · Engineering & Surveying	1,582.20	37,856.00	4.2%
8435 · Building Construction	423,483.24	305,856.00	138.5%
Total CAPITAL OUTLAY	425,065.44	360,712.00	117.8%
DEBT SERVICE			
8441 · Loan - Principal	3,831.97	9,250.63	41.4%
8442 · Loan - Interest	1,228.03	2,893.37	42.4%
Total DEBT SERVICE	5,060.00	12,144.00	41.7%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	538,352.91	810,256.00	66.4%
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	630,069.78	2,066,656.00	30.5%
Net Ordinary Income	1,173,339.92	0.00	100.0%
Net Income	1,173,339.92	0.00	100.0%

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			6		\$ 2.69			
YTD Totals		305	3,280	\$ 12,851.62		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		279	2,886	\$ 10,128.58		10	842	\$ 2,270.18

PORT OF ARLINGTON
Deposit Detail
November 2018

Type	Num	Date	Name	Account	Amount
Deposit		11/05/2018		1001 · Bank of E/O ...	278.27
			Heartland Payment ...	4213-2 · Gasoline S...	-176.16
			Heartland Payment ...	6115-1 · Credit Card...	4.36
			Heartland Payment ...	4210 · Marina Reven...	-50.00
			Heartland Payment ...	6115-1 · Credit Card...	1.67
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	1.86
TOTAL					-278.27
Deposit		11/06/2018		1001 · Bank of E/O ...	900.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4210 · Marina Reven...	-120.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-1 · RV Park M...	-375.00
TOTAL					-900.00
Deposit		11/08/2018		1001 · Bank of E/O ...	2,973.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-5 · Monthly TV	-20.00
			Cash Sales	4211-4 · RV Park Dr...	-20.00
			Cash Sales	4211-3 · RV Park D...	-58.00
			White Lightning Elec...	5032 · Building Leas...	-2,500.00
TOTAL					-2,973.00
Deposit		11/13/2018		1001 · Bank of E/O ...	122.13
			Heartland Payment ...	4213-2 · Gasoline S...	-35.49
			Heartland Payment ...	6115-1 · Credit Card...	0.69
			Heartland Payment ...	4213-2 · Gasoline S...	-89.60
			Heartland Payment ...	6115-1 · Credit Card...	2.27
TOTAL					-122.13

\$16,609.20

PORT OF ARLINGTON
Deposit Detail
 November 2018

Type	Num	Date	Name	Account	Amount
Deposit		11/14/2018		1001 · Bank of E/O ...	970.89
			Cash Sales	4211-3 · RV Park D...	-30.00
Payment	13152	11/14/2018	W.I. Construction, Inc.	1499 · Undeposited ...	-910.89
Payment	13253	11/14/2018	The City of Arlington	1499 · Undeposited ...	-30.00
TOTAL					-970.89
Deposit		11/16/2018		1001 · Bank of E/O ...	66.25
			Heartland Payment ...	4213-2 · Gasoline S...	-68.22
			Heartland Payment ...	6115-1 · Credit Card...	1.97
TOTAL					-66.25
Deposit		11/20/2018		1001 · Bank of E/O ...	374.12
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	0.88
TOTAL					-374.12
Deposit		11/21/2018		1001 · Bank of E/O ...	6,627.88
			Gilliam County Tax ...	4010 · Taxes-Current	-6,424.22
			Gilliam County Tax ...	4011 · Taxes-Prior	-3.66
			Weatherflow, Inc	4030 · Land Rental	-200.00
TOTAL					-6,627.88
Deposit		11/26/2018		1001 · Bank of E/O ...	119.07
			Heartland Payment ...	4213-2 · Gasoline S...	-120.54
			Heartland Payment ...	6115-1 · Credit Card...	1.47
TOTAL					-119.07

PORT OF ARLINGTON
Deposit Detail
 November 2018

Type	Num	Date	Name	Account	Amount
Deposit		11/26/2018		1001 - Bank of E/O ...	800.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-5 · Monthly TV	-20.00
TOTAL					-800.00
Deposit		11/28/2018		1001 - Bank of E/O ...	3,351.50
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Gilliam County Clerk	5113 · Grants - Gillia...	-2,601.50
TOTAL					-3,351.50
Deposit		11/28/2018		1001 - Bank of E/O ...	26.09
			Heartland Payment ...	4213-2 · Gasoline S...	-26.78
			Heartland Payment ...	6115-1 · Credit Card...	0.69
TOTAL					-26.09
Paycheck	DD1126	11/30/2018	Margheim, Kelly L	1001 - Bank of E/O ...	0.00
				6560 · Payroll Expen...	3,220.00
				6560 · Payroll Expen...	82.50
				6560 · Payroll Expen...	320.00
				6560 · Payroll Expen...	110.00
				6560 · Payroll Expen...	100.00
				6560 · Payroll Expen...	1,333.20
				2100 · Payroll Liabilit...	-1,333.20
				6560 · Payroll Expen...	115.54
				2100 · Payroll Liabilit...	-115.54
				6560 · Payroll Expen...	459.90
				2100 · Payroll Liabilit...	-459.90
				6560 · Payroll Expen...	5.03
				2100 · Payroll Liabilit...	-5.03
				2100 · Payroll Liabilit...	-3.71
				2100 · Payroll Liabilit...	-3.83
				2100 · Payroll Liabilit...	-230.00
				6560 · Payroll Expen...	237.61
				2100 · Payroll Liabilit...	-237.61
				2100 · Payroll Liabilit...	-237.61
				6560 · Payroll Expen...	55.58

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PORT OF ARLINGTON
Deposit Detail
November 2018

Type	Num	Date	Name	Account	Amount
				2100 · Payroll Liabilit...	-55.58
				2100 · Payroll Liabilit...	-55.58
				2100 · Payroll Liabilit...	-234.00
				2111 · Direct Deposi...	-400.00
				2111 · Direct Deposi...	-2,667.77
TOTAL					0.00
Paycheck	DD1127	11/30/2018	Mitchell, Peter D	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expen...	5,797.77
				6560 · Payroll Expen...	1,460.86
				6560 · Payroll Expen...	100.00
				6560 · Payroll Expen...	883.04
				2100 · Payroll Liabilit...	-883.04
				6560 · Payroll Expen...	1,899.80
				2100 · Payroll Liabilit...	-1,899.80
				6560 · Payroll Expen...	157.14
				2100 · Payroll Liabilit...	-157.14
				6560 · Payroll Expen...	4.03
				2100 · Payroll Liabilit...	-4.03
				2100 · Payroll Liabilit...	-3.50
				2100 · Payroll Liabilit...	-7.36
				2100 · Payroll Liabilit...	-611.00
				6560 · Payroll Expen...	456.23
				2100 · Payroll Liabilit...	-456.23
				2100 · Payroll Liabilit...	-456.23
				6560 · Payroll Expen...	106.70
				2100 · Payroll Liabilit...	-106.70
				2100 · Payroll Liabilit...	-106.70
				2100 · Payroll Liabilit...	-488.00
				2111 · Direct Deposi...	-5,685.84
TOTAL					0.00

PORT OF ARLINGTON
Check Detail
November 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		11/02/2018	QuickBooks Payrol...		1001 - Bank of E/O ...		-1.75
					6560 - Payroll Expen...	-1.75	1.75
TOTAL						-1.75	1.75
Liability Check		11/29/2018	QuickBooks Payrol...		1001 - Bank of E/O ...		-8,757.11
					6560 - Payroll Expen...	-3.50	3.50
			QuickBooks Payroll ...		2111 - Direct Deposi...	-8,753.61	8,753.61
TOTAL						-8,757.11	8,757.11
Check	ach	11/01/2018	Heartland Payment...		1001 - Bank of E/O ...		-85.26
					6115-1 - Credit Card...	-85.26	85.26
TOTAL						-85.26	85.26
Check	EFT	11/05/2018	Peter Mitchell		1001 - Bank of E/O ...		-767.89
					8421 - Travel/Food/L...	-656.89	656.89
					8427 - Telephone & l...	-111.00	111.00
TOTAL						-767.89	767.89
Liability Check	EFT	11/29/2018	Oregon Departmen...		1001 - Bank of E/O ...		-45.81
					2100 - Payroll Liabilit...	-45.81	45.81
TOTAL						-45.81	45.81
Liability Check	EFTPS	11/15/2018	United States Trea...		1001 - Bank of E/O ...		-2,565.00
					2100 - Payroll Liabilit...	-812.00	812.00
					2100 - Payroll Liabilit...	-710.37	710.37
					2100 - Payroll Liabilit...	-710.37	710.37
					2100 - Payroll Liabilit...	-166.13	166.13
					2100 - Payroll Liabilit...	-166.13	166.13
TOTAL						-2,565.00	2,565.00

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PORT OF ARLINGTON
Check Detail
 November 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFTt	11/20/2018	Pacific Power		1001 · Bank of E/O ...		-1,066.76
				6111 · Utilities		-102.85	102.85
				6323 · Electricity - R...		-536.26	536.26
				6721 · Marina Electri...		-18.14	18.14
				6624 · Park Electricity		-152.36	152.36
				6721 · Marina Electri...		-46.82	46.82
				6721 · Marina Electri...		-78.92	78.92
				8425 · Utilities		-131.41	131.41
TOTAL						-1,066.76	1,066.76
Paycheck	DD1126	11/30/2018	Margheim, Kelly L		1001 · Bank of E/O ...		0.00
				6560 · Payroll Expen...		-3,220.00	3,220.00
				6560 · Payroll Expen...		-82.50	82.50
				6560 · Payroll Expen...		-320.00	320.00
				6560 · Payroll Expen...		-110.00	110.00
				6560 · Payroll Expen...		-100.00	100.00
				6560 · Payroll Expen...		-1,333.20	1,333.20
				2100 · Payroll Liabilit...		1,333.20	-1,333.20
				6560 · Payroll Expen...		-115.54	115.54
				2100 · Payroll Liabilit...		115.54	-115.54
				6560 · Payroll Expen...		-459.90	459.90
				2100 · Payroll Liabilit...		459.90	-459.90
				6560 · Payroll Expen...		-5.03	5.03
				2100 · Payroll Liabilit...		5.03	-5.03
				2100 · Payroll Liabilit...		3.71	-3.71
				2100 · Payroll Liabilit...		3.83	-3.83
				2100 · Payroll Liabilit...		230.00	-230.00
				6560 · Payroll Expen...		-237.61	237.61
				2100 · Payroll Liabilit...		237.61	-237.61
				2100 · Payroll Liabilit...		237.61	-237.61
				6560 · Payroll Expen...		-55.58	55.58
				2100 · Payroll Liabilit...		55.58	-55.58
				2100 · Payroll Liabilit...		55.58	-55.58
				2100 · Payroll Liabilit...		234.00	-234.00
				2111 · Direct Deposi...		400.00	-400.00
				2111 · Direct Deposi...		2,667.77	-2,667.77
TOTAL						0.00	0.00

PORT OF ARLINGTON
Check Detail
November 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	DD1127	11/30/2018	Mitchell, Peter D		1001 · Bank of E/O ...		0.00
					6560 · Payroll Expen...	-5,797.77	5,797.77
					6560 · Payroll Expen...	-1,460.86	1,460.86
					6560 · Payroll Expen...	-100.00	100.00
					6560 · Payroll Expen...	-883.04	883.04
					2100 · Payroll Liabilit...	883.04	-883.04
					6560 · Payroll Expen...	-1,899.80	1,899.80
					2100 · Payroll Liabilit...	1,899.80	-1,899.80
					6560 · Payroll Expen...	-157.14	157.14
					2100 · Payroll Liabilit...	157.14	-157.14
					6560 · Payroll Expen...	-4.03	4.03
					2100 · Payroll Liabilit...	4.03	-4.03
					2100 · Payroll Liabilit...	3.50	-3.50
					2100 · Payroll Liabilit...	7.36	-7.36
					2100 · Payroll Liabilit...	611.00	-611.00
					6560 · Payroll Expen...	-456.23	456.23
					2100 · Payroll Liabilit...	456.23	-456.23
					2100 · Payroll Liabilit...	456.23	-456.23
					6560 · Payroll Expen...	-106.70	106.70
					2100 · Payroll Liabilit...	106.70	-106.70
					2100 · Payroll Liabilit...	106.70	-106.70
					2100 · Payroll Liabilit...	488.00	-488.00
					2111 · Direct Deposi...	5,685.84	-5,685.84
TOTAL						0.00	0.00
Liability Check	8869	11/01/2018	Fidelity Brokerage ...		1001 · Bank of E/O ...		-1,314.14
					2100 · Payroll Liabilit...	-1,314.14	1,314.14
TOTAL						-1,314.14	1,314.14
Liability Check	8878	11/01/2018	Oregon Departmen...		1001 · Bank of E/O ...		-702.00
					2100 · Payroll Liabilit...	-702.00	702.00
TOTAL						-702.00	702.00

PORT OF ARLINGTON
Check Detail
November 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8879	11/13/2018	Arlington T.V. Coop		1001 · Bank of E/O ...		-120.00
					8427 · Telephone & I...	-20.00	20.00
					6117 · Telephone an...	-80.00	80.00
					6324 · WIFI - RV	-20.00	20.00
TOTAL						-120.00	120.00
Check	8880	11/13/2018	Lori Snyder		1001 · Bank of E/O ...		-2,469.13
					8430-3 · Business St...	-2,469.13	2,469.13
TOTAL						-2,469.13	2,469.13
Check	8881	11/13/2018	Gilliam County Tre...		1001 · Bank of E/O ...		-1,012.00
					8441 · Loan - Principal	-768.95	768.95
					8442 · Loan - Interest	-243.05	243.05
TOTAL						-1,012.00	1,012.00
Check	8882	11/13/2018	Cascade Earth Sci...		1001 · Bank of E/O ...		-7,181.50
					8430-1 · Feasibility S...	-7,181.50	7,181.50
TOTAL						-7,181.50	7,181.50
Check	8883	11/13/2018	Loop Net		1001 · Bank of E/O ...		-69.00
					8426 · Advertising & ...	-69.00	69.00
TOTAL						-69.00	69.00
Check	8884	11/13/2018	Arlington Hardware		1001 · Bank of E/O ...		-193.52
					6627 · Park Mainten...	-1.99	1.99
					6112 · Office Suppli...	-11.38	11.38
					8424 · Office Suppli...	-137.65	137.65
					8424 · Office Suppli...	-26.78	26.78
					6623 · Comfort Stati...	-5.99	5.99
					6623 · Comfort Stati...	-7.99	7.99
					6724 · Marina Maint...	-1.74	1.74
TOTAL						-193.52	193.52

PORT OF ARLINGTON
Check Detail
November 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8885	11/13/2018	Bank of Eastern Or...		1001 · Bank of E/O ...		-493.05
				6115 · Dues, Subscri...		-94.99	94.99
				6725 · Miscellaneous		-135.29	135.29
				6129 · Postage		-6.52	6.52
				6112 · Office Suppli...		-153.76	153.76
				8421 · Travel/Food/L...		-100.00	100.00
				6112 · Office Suppli...		-2.49	2.49
TOTAL						-493.05	493.05
Check	8886	11/13/2018	Bank of Eastern Or...		1001 · Bank of E/O ...		-137.21
				8421 · Travel/Food/L...		-137.21	137.21
TOTAL						-137.21	137.21
Check	8887	11/13/2018	City of Arlington		1001 · Bank of E/O ...		-243.06
				6115 · Dues, Subscri...		-243.06	243.06
TOTAL						-243.06	243.06
Check	8888	11/13/2018	Melanie's such & S...		1001 · Bank of E/O ...		-150.00
				6725 · Miscellaneous		-150.00	150.00
TOTAL						-150.00	150.00
Check	8889	11/13/2018	FlowingSolutions		1001 · Bank of E/O ...		-940.00
				6632 · Engineering ...		-940.00	940.00
TOTAL						-940.00	940.00
Check	8890	11/14/2018	SDAO		1001 · Bank of E/O ...		-1,151.94
				6115 · Dues, Subscri...		-1,151.94	1,151.94
TOTAL						-1,151.94	1,151.94

PORT OF ARLINGTON
Check Detail
November 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8891	11/14/2018	Meadow Outdoor A...		1001 · Bank of E/O ...		-1,308.00
					8430-3 · Business St...	-1,308.00	1,308.00
TOTAL						-1,308.00	1,308.00
Check	8892	11/14/2018	City of Arlington		1001 · Bank of E/O ...		-1,081.72
					6321 · Water Fees - ...	-389.80	389.80
					6329 · Sewer	-457.92	457.92
					6322 · Sanitation - RV	-117.00	117.00
					6111 · Utilities	-44.00	44.00
					8425 · Utilities	-44.00	44.00
					6622 · Sanitation	-29.00	29.00
TOTAL						-1,081.72	1,081.72
Check	8893	11/15/2018	Rotschy, Inc.		1001 · Bank of E/O ...		-41,152.85
					8435 · Building Cons...	-41,152.85	41,152.85
TOTAL						-41,152.85	41,152.85
Paycheck	8894	11/30/2018	Fitzsimmons, Aaro...		1001 · Bank of E/O ...		-230.88
					6560 · Payroll Expen...	-250.00	250.00
					6560 · Payroll Expen...	-15.50	15.50
					2100 · Payroll Liabilit...	15.50	-15.50
					2100 · Payroll Liabilit...	15.50	-15.50
					6560 · Payroll Expen...	-3.62	3.62
					2100 · Payroll Liabilit...	3.62	-3.62
					2100 · Payroll Liabilit...	3.62	-3.62
TOTAL						-230.88	230.88
Paycheck	8895	11/30/2018	Kennedy, Jr., Dewe...		1001 · Bank of E/O ...		-184.70
					6560 · Payroll Expen...	-200.00	200.00
					6560 · Payroll Expen...	-12.40	12.40
					2100 · Payroll Liabilit...	12.40	-12.40
					2100 · Payroll Liabilit...	12.40	-12.40
					6560 · Payroll Expen...	-2.90	2.90

PORT OF ARLINGTON
Check Detail
 November 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					2100 · Payroll Liabilit...	2.90	-2.90
					2100 · Payroll Liabilit...	2.90	-2.90
TOTAL						-184.70	184.70
Paycheck	8896	11/30/2018	McGuire, Rodney H		1001 · Bank of E/O ...		-277.05
					6560 · Payroll Expen...	-300.00	300.00
					6560 · Payroll Expen...	-18.60	18.60
					2100 · Payroll Liabilit...	18.60	-18.60
					2100 · Payroll Liabilit...	18.60	-18.60
					6560 · Payroll Expen...	-4.35	4.35
					2100 · Payroll Liabilit...	4.35	-4.35
					2100 · Payroll Liabilit...	4.35	-4.35
TOTAL						-277.05	277.05
Paycheck	8897	11/30/2018	Wilson, Ron		1001 · Bank of E/O ...		-277.05
					6560 · Payroll Expen...	-300.00	300.00
					6560 · Payroll Expen...	-18.60	18.60
					2100 · Payroll Liabilit...	18.60	-18.60
					2100 · Payroll Liabilit...	18.60	-18.60
					6560 · Payroll Expen...	-4.35	4.35
					2100 · Payroll Liabilit...	4.35	-4.35
					2100 · Payroll Liabilit...	4.35	-4.35
TOTAL						-277.05	277.05
Paycheck	8898	11/30/2018	Winters, Russell S		1001 · Bank of E/O ...		-354.59
					6560 · Payroll Expen...	-284.76	284.76
					6560 · Payroll Expen...	-100.00	100.00
					6560 · Payroll Expen...	-0.50	0.50
					2100 · Payroll Liabilit...	0.50	-0.50
					2100 · Payroll Liabilit...	0.36	-0.36
					2100 · Payroll Liabilit...	0.38	-0.38
					6560 · Payroll Expen...	-23.85	23.85
					2100 · Payroll Liabilit...	23.85	-23.85
					2100 · Payroll Liabilit...	23.85	-23.85
					6560 · Payroll Expen...	-5.58	5.58
					2100 · Payroll Liabilit...	5.58	-5.58
					2100 · Payroll Liabilit...	5.58	-5.58
TOTAL						-354.59	354.59

PORT OF ARLINGTON
Check Detail
November 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8899	11/28/2018	The City of Arlington		1001 · Bank of E/O ...		-1,800.00
					8430 · City of Arlingt...	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
Check	8900	11/28/2018	US Postal Service		1001 · Bank of E/O ...		-58.00
					6129 · Postage	-58.00	58.00
TOTAL						-58.00	58.00
Check	8901	11/28/2018	Annala, Carey, Bak...		1001 · Bank of E/O ...		-175.00
					6113 · Legal Fees	-17.50	17.50
					8423 · Legal Fees	-35.00	35.00
					8423 · Legal Fees	-70.00	70.00
					8423 · Legal Fees	-35.00	35.00
					8423 · Legal Fees	-17.50	17.50
TOTAL						-175.00	175.00
Check	8902	11/28/2018	Arlington Market		1001 · Bank of E/O ...		-361.44
					8421 · Travel/Food/L...	-31.51	31.51
					8421 · Travel/Food/L...	-149.78	149.78
					6127 · Commissione...	-84.75	84.75
					6127 · Commissione...	-95.40	95.40
TOTAL						-361.44	361.44
Check	8903	11/28/2018	Providence		1001 · Bank of E/O ...		-3,233.00
					2100 · Payroll Liabilit...	-1,899.80	1,899.80
					2100 · Payroll Liabilit...	-1,333.20	1,333.20
TOTAL						-3,233.00	3,233.00

8:29 AM
11/30/18

PORT OF ARLINGTON
Check Detail
November 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8904	11/28/2018	Gorge Networks		1001 · Bank of E/O ...		-151.55
					8427 · Telephone & l...	-49.50	49.50
					6117 · Telephone an...	-61.25	61.25
					6117 · Telephone an...	-40.80	40.80
TOTAL						-151.55	151.55
Check	8905	11/28/2018	Arlington Hardware		1001 · Bank of E/O ...		-111.67
					6326 · Maintenance ...	-3.98	3.98
					6100 · Materials and...	-47.97	47.97
					6100 · Materials and...	-7.59	7.59
					6627 · Park Mainten...	-34.14	34.14
					6724 · Marina Maint...	-17.99	17.99
TOTAL						-111.67	111.67
Check	8906	11/28/2018	Lori Snyder		1001 · Bank of E/O ...		-1,599.44
					8430-3 · Business St...	-1,599.44	1,599.44
TOTAL						-1,599.44	1,599.44
Check	8910	11/29/2018	SDIS		1001 · Bank of E/O ...		-272.68
					2100 · Payroll Liabilit...	-157.14	157.14
					2100 · Payroll Liabilit...	-115.54	115.54
TOTAL						-272.68	272.68

Nathan & Jenny Smallfoot
Rentals
Arlington, Or
12/11/2018

Port of Arlington
100 Port Island Road
Arlington, Or 97812

We are proposing a startup Rental Business of tools and more. We believe there is a great need in our community for the access to the products we will provide. We will be providing heavy and light equipment to residents as it is very difficult to access rentals. Locally we have traveled many times to The Dalles and Troutdale to rent the tools we will offer. It is difficult for community members to travel four hours or eight hours to pick up and drop off equipment rentals, plus the time using the equipment. One of our bigger investments will be a tractor and trailer that we will be offering. We believe these pieces of equipment will be a huge asset for the community. We plan to advertise on line and locally around town. We foresee the business bringing in \$2000 to \$3000 a month in profit, especially in the spring, summer, and fall. We will continue to purchase equipment that we see a need for in the community.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan & Jenny Smallfoot". The signature is written in a cursive, flowing style.

Nathan & Jenny Smallfoot

Application/ Proposal

The Applicant's proposal should include: applicants name and contact information, a brief description of the business and the proposed cost of assistance requested. A Business and Financial Plan must be included with the application in order for the Board of Commissioners to consider approval.

Port of Arlington - Small Business Assistance Program (SBAP)

"Proposal"

Name of applicant:

Applicant's business structure: Corporation Partnership
 Sole proprietor Other (explain) _____

Name of project:

(Use a brief descriptive title to allow for easy identification of the project).

A Town Rentals Rentals of tools/equipment/
household items

Contact Person for this project:

Name: Jenny Smallfoot Position: owner
 Organization: Telephone: 5034817017
 Mailing address: PO Box 5 E-mail:
 Arlington OR 97812

Describe the Business briefly:

We will offer a wide variety of rentals: From tractor, tools, party equipment, households etc.

Source of funds for this SBAP project:

Fund Type	Program or Identity of Funds	Amount	% Total
Port of Arlington	Small Business Assistance Program Grant (SBAP)	10,000	9.1%
Non-Port of Arlington Funds	Other Grants or Loans	0	
Non-Port of Arlington Funds	Applicant's Investment - Required	101,790	91.1%
Total Project			100%

Explain what exactly the project funds (and especially the SBAP funds) will actually pay for:

We will be purchasing a skid steer tractor (15k), utility trailer (4k), side by side utv (10k), tractor attachments (4k), computer (\$800).

How many new jobs do you expect this project to create? 2 jobs

Staff Report:

Jennifer Smallfoot – Small business assistant grant.

Client is seeking \$10,000 grant funds to expand an extensive inventory of rental equipment. Client has background and know how to make business successful. Staff recommends approval with the following conditions:

- 1. Zoning approval from City of Arlington for home-based business**
- 2. Completion of Marketing plan**
- 3. Compliance with all terms and conditions of Port's SBA agreement.**



PILLAR CONSULTING GROUP, INC.

835 NW 23rd Street
Corvallis, OR 97330
Phone (541) 752-9202
www.pillar-inc.com

11/19/2018

Port of Arlington, Arlington, OR

Care of: Peter Mitchell, Port Manager: peter.mitchell@portofarlington.com

SUBJECT: Watco Depot Schematic Design & Planning Application

Thank you for this opportunity to present a proposal for engineering services in support of the proposed construction of a depot for Watco.

Overall project objective:

We understand the goal of this project include the construction of a modular structure and associated utilities and parking spaces at the Port-owned property at the SW corner of Shane DR and Railroad AV. The tenant (or structure owner as it may), will be Watco. The modular unit will have two primary functions:

1. Administrative office.
2. Sleeping & rest quarters for train crews.

The modular unit will be approximately 24' x 66' long. At least one ADA parking space will be required by the building code. Additional parking spaces will be required by the development code, and the owner may require additional parking. We assume that space will need provided for up to 8 vehicles.

In summary, we understand our proposed scope of services to includes:

- A. Obtain topographic survey of site which will include property line locations in layout drawings and SORT report
 - a. Fee: \$2,550 (survey) + \$200 (SORT report) + 10% markup (\$275) = \$3,025. Survey to be performed by Armstrong Surveying as a subconsultant to Pillar Consulting Group, Inc.
- B. Prepare schematic site plan for coordination with owner. \$4,900. The following will be addressed
 - a. Site plan (parking, building location, access points, other required elements per development code)
 - b. Grading plan (for building, parking and driveway)
 - c. Utility plans (water, sewer, storm, electrical, data.
 - d. Cut/fill in flood plain, as part of grading plan
 - e. Coordination with owner (6 hours assumed)
- C. Building Code Review: \$1,800
 - a. Prepare schematic floor plan of proposed building
 - b. Prepare code review summary addressing chapters 3, 5, 6, 10, & 11 of the building code
 - i. Summary of ventilation requirements from mechanical code and Fire Code access (hydrant location) will also be addressed)
- D. Prepare site plan and site plan application documents. \$2,500
 - a. Prepare application form
 - b. Prepare application narrative
 - c. Prepare require application submittals including:
 - i. Tax map
 - ii. Flood plain map
 - iii. Site Plan, grading plan, & utility plan
 - iv. Building schematic drawing.
 - d. Attend public meeting

- E. Flood plain: We do not have enough information at this time to define all that may be required because the site is shown in the flood plain. The following is our estimate:
 - a. Prepare LOMA application if we do not have to fill in the flood plain to make project. We may ask FEMA to determine the BFE for the site. Estimated fee: \$2,500
 - b. If fill is required in the flood plain, and a C-LOMR-F is required, then additional work and fee will be required. We estimate this to be about \$5000 additional.
- F. Reimbursable budget: \$820
 - a. Drawings and printing: \$500
 - b. Mileage (4 trips): \$320

We proposed a time and materials fee of \$12,225 for professional fees for items A – D (including subcontracted surveying services), and a budget of \$820 for Item F reimbursable expenses. Issues to address construction in the flood plain, Item E, will likely be \$2,500-\$7,500.

The fee outlined above is based on our prior experience with similar projects. However, it is only an estimate. We reserve the right to negotiate for additional fee or expense allowance in the event that the project requires more time-effort than assumed in this proposal, or should the scope change from that described herein. Services are invoiced per the attached rate sheet and professional services agreement.

We anticipate that we will be able to begin this project in December 2018 and anticipate that it will require 3-4 weeks to obtain a survey. Following the survey, it will take about 2-4 weeks to complete the design and land-use submittal documents. The

Exclusions:

1. Permit fees, plan reviews, construction fees, application fees.
2. Special inspection & testing services
3. Environmental, endangered species or wetland assessments.
4. Storm water quality or stormwater detention design.
5. Detailed building design
6. Construction documents
7. Off-site improvements

Respectfully,

Jeff Schott, PE
Principal

Professional Fees & Reimbursable Expenses Schedule - 2018

Pillar Consulting Group, Incorporated

Engineering, Drafting & Project Management*:

Professional Engineer, Structural										\$135/hr
Professional Engineer, Civil, Mechanical										\$130/hr
Project Manager										\$115/hr
Staff Engineer (EIT)										\$90/hr
Engineering Technician (ET)										\$85/hr
Drafter										\$75/hr
Contract Professional Services										cost + 10%

Reimbursable Project Expenses**:

Large Format Plots											cost + 10%
Shipping & Mail											cost +10%
Photocopies										in-office copies copy service	\$0.15/page cost +10%
Automobile Travel											Federal rate
Other approved reimbursable expenses											cost +10%

***Overtime Charges:** Services required or requested outside regular business hours or on weekends will be billed at an overtime rate equal to 1.5x our regular rates. The project manager will notify and request approval from clients prior to initiating overtime work. Where required and requested overtime work is not approved, execution of services may be delayed.

****Other Charges:** Other, unique reimbursable charges may be billed out at cost plus 10% as necessary. Telephone long distance, computer time, and incidental printing and miscellaneous office supplies are considered part of our overhead and are normally included in our hourly billing rates unless noted otherwise. Reimbursable expenses are normally excluded from hourly fee estimates unless noted otherwise, and will be billed monthly as incurred. The term "cost" as used above is the invoiced cost from vendor.

Payment Terms: Clients are invoiced monthly for work complete and expenses incurred. Invoices are due upon receipt and are considered delinquent past 30 days of invoice date. Delinquent accounts are charged a penalty fee of 1.5% per month (18% per annum). Final design documents and other submittals are normally withheld on all projects with delinquent accounts. Accounts past due beyond 60 days are forwarded to collections and all project work may be suspended.

PROFESSIONAL SERVICES AGREEMENT

DATE: 11/19/2018

This **AGREEMENT** is by and between **TBD**, hereinafter referred to as **CLIENT**, and **Pillar Consulting Group, Inc.**, hereinafter referred to as **CONSULTANT**, who agrees as follows:

CLIENT desires to engage CONSULTANT to provide technical design services in connection with CLIENT'S project designated **Watco Depot Schematic Design & Planning Application**. For the performance of its services, CONSULTANT shall be paid by CLIENT **\$15,500** on a **time-and-materials basis**. The billing rates and reimbursable fees will remain valid through completion of the project or for one year, whichever is shorter. Either CONSULTANT or CLIENT may terminate this agreement for work not yet performed at any time for any reason. CONSULTANT agrees to perform for CLIENT services in accordance with the following conditions:

SERVICE

CONSULTANT warrants that its services are performed under the general direction of Registered Professional Engineer and with the usual thoroughness and competence of the engineering profession. No other warranty or representation, either expressed or implied, is included or intended in its proposals, contracts or reports, either written or oral.

CLIENT agrees to hold the CONSULTANT harmless for all liability, claims or legal actions associated with this project outside our obligations as Registered Professional Engineers in the State of Oregon. CLIENT understands and agrees that the CONSULTANT has no financial fiduciary responsibility or relationship to the CLIENT.

CONSULTANT will consider all reports, calculations, and design information to be confidential correspondence between the CLIENT and the CONSULTANT and distribute only to persons, organizations or agencies specifically designated by CLIENT or its authorized representative. The CONSULTANT shall retain ownership of all documents unless noted otherwise, and shall provide the CLIENT with copies for their explicit use and convenience.

MANNER OF PAYMENT

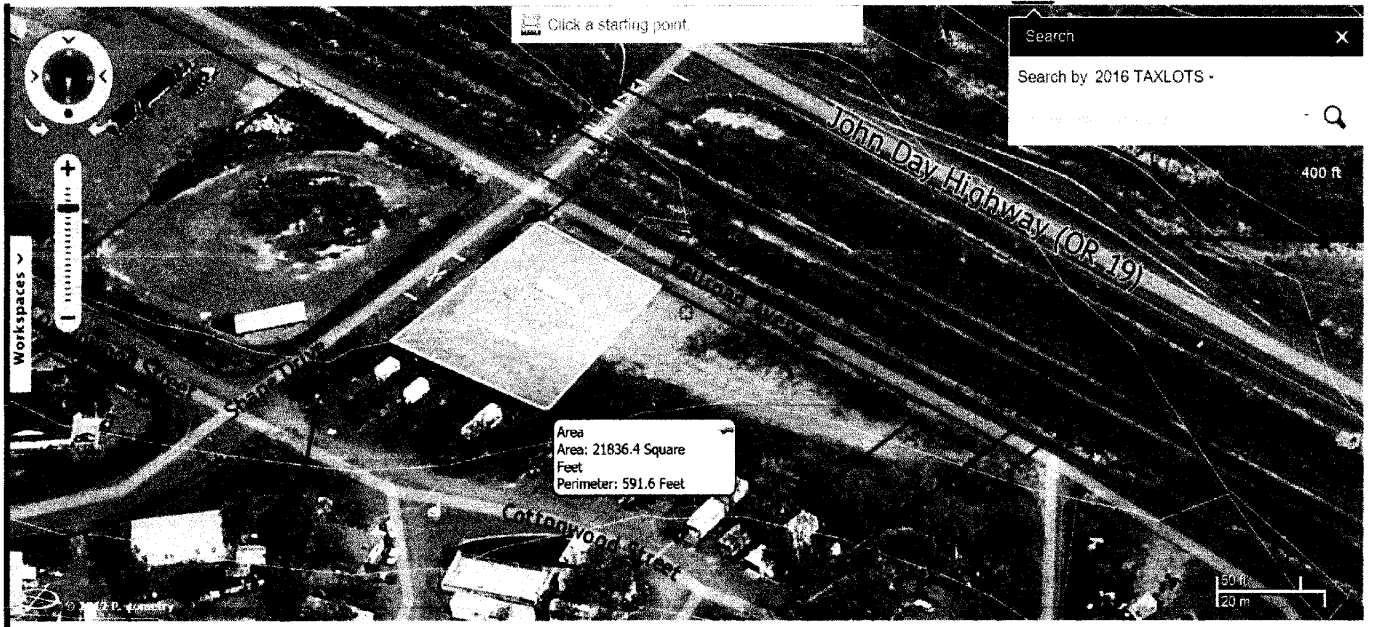
Invoices will be issued at the end of each month for work completed and are due and payable upon receipt and are considered delinquent thirty (30) days after date printed on invoice. CLIENT agrees to pay a penalty fee on the unpaid amount at the rate of 1.5% per month (annual percentage rate 18%) on all delinquent invoices. All payments received shall first be credited to payment of penalty fees, and then to the principal balance. CONSULTANT may at its option withhold delivery of reports, calculations, and design documents on delinquent accounts, or pending receipt of final payment for all services rendered.

EXCLUSIONS

Work specifically excluded from our scope of work, unless specifically noted otherwise, includes: costs for equipment and labor required for accessing & documenting as-built conditions; permitting costs; special inspections & testing; surveying; and travel expenses.

AGREED BY

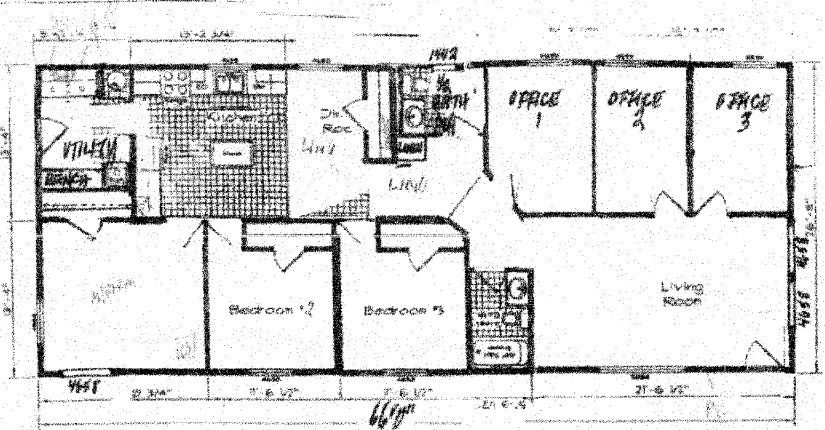
Jeff Schott, PE
Principal



Ideal Homes
Modular - MATCO

Model: 1001
3 Bedroom, 2 Bath
1760 Square Feet: MAX
Floor Size
64'-0" x 26'-8"

2001-10-10
1001-1001
1001-1001
1001-1001
1001-1001
1001-1001



**Summary:**

This standard covers typical Scope of Services for topographic survey services.

Items:

1. SORT report of preliminary title report identifying recorded encumbrances on subject report. Identify as a separate item on proposal.
2. Survey coordinate systems and datum to be disclosed. If survey vertical datum is different the referenced FEMA FIRM Map reference, and conversion and/or alternate file may be required for coordination with flood datum. Provide translation to state plane coordinate systems if not already within state plane coordinate systems.
3. Locate and Identify within project boundary:
 - a. Property Lines:
 - i. Identify property lines in CAD drawing and disclose accuracy.
 - ii. Located property monuments
 - iii. Boundary of any adjacent railroad ROW
 - iv. Centerline of adjacent public ways
 - b. Easements:
 - i. Identify any recorded easement boundaries or dedications.
 - c. Buildings:
 - i. Building Corners, finish floor elevations, and door locations
 - d. Site structures:
 - i. Concrete pads, equipment foundations, secondary containment structures:
 1. Wall or curb height and thickness where applicable.
 2. Tank boundary.
 3. Break-lines.
 - e. Sidewalk & curb locations
 - i. Including any stairs and landings at or near doors
 - ii. Stairs, ramps, and handrails.
 - iii. Top and bottom of curb elevations.
 - f. Vegetation
 - i. Tree type & size
 - ii. Boundary of landscaping
 - iii. Boundary of lawn areas
 - g. Creek/ditches.
 - i. Sections at 50' oc within boundary
 - ii. Normal water surface elevation
 - iii. High water mark boundary
 - h. Parking (all parking areas)
 - i. Paving boundaries
 - ii. Gravel boundaries
 - iii. Parking bumpers
 - iv. ADA features (signs, markings)
 - i. Site utilities: (locate to centerline of adjacent public ways unless directed otherwise)
 - i. Overhead power lines, poles & building drops. Transformers
 - ii. Underground power lines & building connections, vaults, pedestals, transformers



- iii. Telephone: overhead, underground, and termination on building; vaults, pedestals, poles.
- iv. Water lines (sizes where known), vaults, valve boxes, meters, double checks, fire hydrants, yard hydrants, hose bibs, landscape irrigation connections; public & private
 - 1. In vaults, provide vault rim-, interior bottom-, and pipe-elevations
 - 2. Locate fire hydrants within 1 block of site
- v. Sanitary sewer lines (sizes where known), clean-outs, manholes
 - 1. Provide rim & invert elevations where possible
 - 2. Locate manholes within +/- 50 of property lines
 - 3. Septic tank lids where applicable
- vi. Storm sewer lines (sizes where known), inlets (type & plan area), cleanouts manholes, ditches, water quality facilities, down spout connections and outfall to creek
 - 1. Provide rim and invert elevations where possible
 - 2. Locate manholes within +/- 50 of property lines
- vii. Other franchise utility information such as cable TV (poles, lines, vaults, terminations)
- viii. Irrigation control boxes & supply lines (do not locate service pipes laterals or sprinkler heads downstream)
- ix. Propane tank, gas lines and associated structures. (if they exist)
- x. Other as they may exist
- j. Misc. improvements (as they may exist)
 - i. Fences, gates
 - ii. Benches
 - iii. Signs
 - iv. Wells (including ground water monitoring wells).
 - v. Antennas,
 - vi. Flag poles
 - vii. Light poles and foundations
 - viii. Retaining walls, blocks, or ties
 - ix. Railroad top of rails and crossing locations.
 - x. Pipe bridge pedestals
 - xi. At-grade utility trenches.
- 4. Benchmarks:
 - a. Identify any public benchmarks referenced.
 - b. Identify any on-site monuments that may be referenced for control points for additional survey services.
- 5. Obtain required utility locating for public utilities.
- 6. Private utility locates, if required to be provided by owner.

Data to include:

- Civil 3D surface including:
 - Point file (PNEZD file format)
 - Surface (existing grade) in Civil 3D format and as XML file
- AutoCAD drawing showing features and contours in Civil 3D format.

Port Manager/ Economic Development Report December 11, 2018

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, Shutler Station, Island Park and Willow Creek industrial parks.

Administration

Gary Neal retired from the Port of Morrow in November 2018. Gary is a shining example of what an extended economic development program can do for a community, State, and Region. The Port of Arlington called Gary often as it begun its journey in 2011 from a part-time Port to full-time staffed entity. Gary was always willing to provide great wisdom, advice, or send his crew over whenever called upon. We wish Gary Neal all the best in retirement.

Industrial Parks

Arlington Mesa Flex Building – Project is officially complete with all submittals and payments complete. The project is already showing interest from industry. Two separate companies seeking a new location for their businesses have toured the facility in November.



Lease space of 1,000 sq. ft to 6,000 sq. ft. is available to industrial tenants. The space can be used for numerous industrial purposes, truck or crane equipment servicing, manufacturing plant, storage, supply warehouse, staging facility, agricultural crop processing, etc. The building has three phase power, fiber internet, city water and sewer service and some of the greatest views in the Gorge. Lease rates are affordable. Please send inquiries to the Port's office.

Avangrid and RES have started early stages of construction on the Montague Wind Farm Project. Port staff assisted incoming wind farm contractors with logistical and site location needs. It's a big project, breaking new ground in Gilliam County. Avangrid will be installing the largest land-based wind turbines

in North America. The blade diameter of the turbines will be just over 450' in diameter and will produce 3.6 MW of power. The early work will include preparing a pad for the wind farm substation and road development for power lines from Slatt substation. The project will use an existing Avangrid O & M building. The Company reports that peak work force of up to 200 workers will be arriving in the Arlington area by March. City of Arlington passed an emergency RV ordinance to try to accommodate housing shortage during this period. The Port has developed a call list for available RV spaces and Housing (apartments/ rooms/ bunkhouses) locations in the area.

Lower Willow Creek Irrigation Project

Cascade Earth Science Engineers indicate that the Feasibility study will be completed and submitted to the Port by Tuesday December 6th.

Island Park and Marina

Mid-Columbia Producers Co-op (MCP) has paved the off ramp of the new scale. The scale project is now complete with the exception of moving the "Welcome of Port of Arlington" sign. Truck flows around the elevator and timeliness of turns are much improved with the new scales in place.

Small Business Assistance program

The Port has been working with business owners to facilitate the sale of the Village Inn Restaurant. The buyers and sellers have agreed on a price. The buyers are looking to remodel and update the restaurant to accommodate the needs of the community and market. In addition, improvements and operation will be a big opportunity to begin façade and revitalization of beach street and downtown Arlington. More to follow...

Up Coming Dates:

- December 3 – Leadership Summit, Portland 8:30 a.m.
ATVC, Arlington, 6:30 p.m.
- December 6 - Winter Wollapalooza, Arlington Nazarene Community center. 6 p.m.
- December 11 Port Board Meeting, Arlington, 5:00 p.m.
- December 12 Legislative Days Salem
- December 18 Lower John Day Water Basin Place based Planning, Condon 10 a.m.
- December 19 Port Quarterly Report to County Court, Arlington, 10 a.m.
- December 20 PCDC board meeting, 2:00 p.m.