



Port of Arlington

AGENDA

5:00 pm

Tuesday, September 10, 2019

Meeting Location:

Port of Arlington

100 Port Island Road

- 1. Call meeting to order**
- 2. Public Comment on non-agenda items**
- 3. Consent Agenda:**
 - Approval of August 13, 2019 Commission meeting minutes
 - Approval of August 2019 payables
- 4. Presidents Report –**
- 5. Commissioner's Reports –**
- 6. Port of Arlington Commission letter of interest / Steve Shaffer**
- 7. Small Business Assistance Grant Application's**
 - 7.1 Pat Shannon / Pat's Pheasant Grill**
 - 7.2 Steve Allen / Bighorn Press**
 - 7.3 Brandon and Kristen Fruitts / Just Jump**
- 8. Small Business Grant Quarterly Report's**
 - 8.1 Jenny Smallfoot / A-Town Rentals**
 - 8.2 Paul Jayo / Arlington Towing**
- 9. Economic Development –**
 - 9.1 Island Park Request Proposal**
 - 9.2 Watco Depot Project Planning meeting cancelled**
- 10. Executive Session per ORS 192.660(2)(g): To consider preliminary negotiations involving matters of trade of commerce in which the governing body is in competition with governing bodies in other states or nations.**
- 11. Administration**
 - 10.1 Solutions CPA's Inc. Audit**

Upcoming Meetings:

Regular Commission Meeting on Tuesday, October 8, 2019 at 5pm – Gilliam County Courthouse, Condon, Or.

This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting Kelly.margheim@portofarlington.com / 541-454-2868

Posted: Tuesday, September 3, 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

Regular Commission Meeting
MINUTES
Port of Arlington
August 13, 2019
5 p.m.
Port Of Arlington

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

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

Absent: Vice President Kennedy

Audience: Vicki Ackerman, Commissioner Sherrie Wilkins, Gene Wilamson, Jack Ingram

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

3. **Consent Agenda:**

- Approval of July 9, 2019 Commission Meeting Minutes
 - Approval of July 2019 Payables and Financials
- Commissioner Hunking moved to approve the consent agenda and Commissioner McGuire seconded. The motion carried 3-0

4. **Presidents Report:** President Wilson shared a letter of appreciation from the Columbia Basin Rodeo Club.

5. **Commissioner Reports:** Commissioner Hunking says the School had five teachers turn down employment because there is no housing. Commissioner Hunking states there is defiantly a housing issue. Commissioner McGuire would like to see the Port move forward in getting the Grain elevators painted with a mural. Commissioner McGuire shared many ideas for murals. Commissioner McGuire also would like the Condon grain elevator to have a mural painted. EDO Mitchell says there may be a local painter in The Dalles that we could get a bid from. Commissioner McGuire will check into pricing and bring back to the Board. EDO Mitchell has a meeting with MCP and he will see if they might want to be involved.

6. **Small Business Grant Application;** Vicky Ackerman with the Drive In presented a Small Business Grant request for \$5,000. Vicky is asking for the grant to support the growing dessert category of her business. The machine they have is twenty-six years old and worn out. Approximately 30 to 40% of their business is cones and shakes they need assist with replacement equipment. The Drive In employs four employees. Vicky presented three bids for a refurbished machine. Commissioner Hunking moved to approve the The Drive In's grant request in the amount of \$5,000. Commissioner McGuire seconded. The motion carried 3-0

7. EDO

7.1 EDO Mitchell updated the Board that the Depot project site work is complete and has been submitted to the City Planning for approval. The City of Arlington Planning Committee will hold a Public Hearing August 27, 2019. Pillar Consulting completed work above in their contract but above the approved amount for the FEMA requirements. The total amount due is \$7,683. This amount includes \$5,123.50 for the FEMA work and \$2,559.50 additional engineering for the second building site.

Commissioner Hunking moved to approve \$7,683. to be paid to Pillar Construction. Commissioner McGuire seconded. The motion carried 3-0.

Columbia Basin was putting in fiber line adjacent to the Condon Airport. They contacted the Port about putting a water line in the open ditch. After a few phone calls with the City and its' engineer it was determined that a water line could be installed with the ends secured either to the city water line or the well system. The Port is will to reimburse up to \$17,000 for the cost of the pipe. The project is Budgeted.

7.1.2 EDO Mitchell told the Board that the Gilliam County Fall Capital Investment Grant cycle will be opening September 3, 2019. The consensus of the Board is to re-apply for a Capitol Grant. County Commissioner Wilkins encourages the Port to bring the grant application before the court again. Commissioner Wilkins stated there is a review committee consisting of one elected official and two County employees, names were not provided.

7.1.3 The A-Town Throw Down VLOG contest had great entries. The top two winners are posted on the Port's website. First place went to Cynthia (Cynbad) Brown and second place went to Kayden Sponhauer.

8. **Executive Session per ORS 192.660(2)(g): To consider preliminary negotiations involving matters of trade of commerce in which the governing body is in competition with governing bodies in other states or nations.**

Recess to Executive Session at 5:52 pm
Reconvene to Regular Session at 6:25 pm

Action following Executive Session: Attorney Cleveland was directed to amend designated provisions on W.I. Constructions lease. Commissioner Hunking moved extend the W-I lease at a rate of \$10,300 / year lease payment with a 3% increase yearly for five years and \$0.80 royalty per ton with a \$0.01 increase per ton / yearly for five years. Commissioner McGuire seconded. The motion carried 3-0

9. Administration

- 9.1** September 2019 Port Meeting Date – Currently Tuesday, September 10, 2019 (week of Pendleton Round Up) The Consensus is to hold the Port's meeting on the regular scheduled date on Tuesday, September 10, 2019 to be held at the Port.
- 9.2** Solutions CPA's Inc. will be performing Port Audit on August 19, 2019
- 9.3** Sam Registration - Notarized letter to appoint an Entity Administrator. President Wilson signed the Sam Registration form and Attorney Cleaveland notarized stating Kelly Margheim is the Ports Administrator for the Sam Registry.
- 9.4** Port of Arlington Commission Vacancy – District #3 East Condon is now declared Vacant. Consensus is to run a Commissioner Vacancy County wide in the Times Journal.

Meeting adjourned 6:27 pm

President Ron Wilson

V.P. Dewey Kennedy

**Port of Arlington
Regular Monthly Commission Meeting
Tuesday, September 10, 2019
AUGUST 2019 PAYABLES**

Resources:

Deposits and Credits through 08/31/2019 (see attached detail)

Total Deposits and Credits– All Accounts \$133,684.69

Expenses:

Checks Written: 9122 through 9153

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

Total Expenses and Transfers– All Accounts (\$53,317.14)

Bank Balance Information:

Ending Balance as of 08/31/19: Bank of Eastern Oregon Checking: \$ 386,522.38
Bank of E. Oregon Reserve Fund: \$ 64,044.40
Bank of E. Oregon Muni Market Fund: \$ 163,988.19
LGIP: (08/31/19) \$1,265,954.94

Commission President Ron Wilson

Vice President Dewey Kennedy

2019 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-19	\$ 3.90	11	109	\$ 413.84	\$ 2.69	0	0	\$ -
February-19	\$ 3.90	12	154	\$ 583.47	\$ 2.69	0	0	\$ -
March-19	\$ 3.90	13	91	\$ 337.40	\$ 2.69	0	0	\$ -
April-19	\$ 3.90	33	268	\$ 1,004.21	\$ 2.69	0	0	\$ -
May-19	\$ 4.59	41	291	\$ 1,256.28	\$ 2.69	0	0	\$ -
June-19	\$ 4.59	40	331	\$ 1,528.44	\$ 2.69	0	0	\$ -
July-19	\$ 3.99	46	443	\$ 1,872.21	\$ 2.69	1	13	\$ 35.49
August-19	\$ 3.99	57	618	\$ 2,442.36	\$ 2.69	3	108	\$ 290.91
September-19								
October-19								
November-19								
December-19								
YTD Totals		253	2,305	\$ 9,438.21		4	121	\$ 326.40

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
Profit & Loss Prev Year Comparison
July 1 through August 29, 2019

									TOTAL		
	Jul 19	Jul 18	\$ Change	% Change	Aug 1 - 29, 19	Aug 1 - 29, 18	\$ Change	% Change	Jul 1 - Aug 29, 19	Jul 1 - Aug 29, 18	\$ Change
4210 - Marina Revenue	1,046.00	1,132.00	-86.00	-7.6%	1,562.00	286.00	1,276.00	446.15%	2,608.00	1,418.00	1,190.00
4211 - RV Park Revenues											
4211-1 - RV Park Monthly Rent	2,630.00	2,625.00	5.00	0.19%	1,500.00	2,020.00	-520.00	-25.74%	4,130.00	4,645.00	-515.00
4211-2 - RV Park Weekly Rent	250.00	375.00	-125.00	-33.33%	125.00	161.00	-36.00	-22.36%	375.00	536.00	-161.00
4211-3 - RV Park Daily Rent	1,225.00	1,540.00	-315.00	-20.46%	1,149.00	780.00	369.00	47.31%	2,374.00	2,320.00	54.00
4211-4 - RV Park Dry Camp	367.00	291.00	76.00	26.12%	249.00	256.00	-7.00	-2.73%	616.00	547.00	69.00
Total 4211 - RV Park Revenues	4,472.00	4,831.00	-359.00	-7.43%	3,023.00	3,217.00	-194.00	-6.03%	7,495.00	8,048.00	-553.00
4213 - Marina Fuel Revenue											
4213-2 - Gasoline Sales	1,872.21	1,729.80	142.41	8.23%	2,443.36	1,729.85	713.51	41.25%	4,315.57	3,459.65	855.92
4213-1 - Diesel Sales	35.49	876.54	-841.05	-95.95%	290.91	309.51	-18.60	-6.01%	326.40	1,186.05	-859.65
4213 - Marina Fuel Revenue - Other	0.00	0.00	0.00	0.0%	13.54	0.00	13.54	100.0%	13.54	0.00	13.54
Total 4213 - Marina Fuel Revenue	1,907.70	2,606.34	-698.64	-26.81%	2,747.81	2,039.36	708.45	34.74%	4,655.51	4,645.70	9.81
4214 - Marina Power and Water Revenue	90.00	200.00	-110.00	-55.0%	110.00	80.00	30.00	37.5%	200.00	280.00	-80.00
4340 - Willow Creek Rock Sales	47,311.51	2,810.82	44,500.69	1,583.19%	2,574.77	613.07	1,961.70	319.98%	49,886.28	3,423.89	46,462.39

8:58 AM

08/29/19

Cash Basis

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '19 - Jun 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	0.00	1,237,387.00	0.0%
4010 · Taxes-Current	327.25	100,000.00	0.3%
4011 · Taxes-Prior	1,549.77	500.00	310.0%
4020 · Interest - NOW Checking	13.11	0.00	100.0%
4021 · Interest - Best A/C	382.56	0.00	100.0%
4022 · Interest - LGIP A/C	2,949.08	10,000.00	29.5%
4030 · Land Rental	1,500.00	16,000.00	9.4%
4050 · Grain Elevator Lease Pymt	108,407.50	108,407.00	100.0%
4110 · Grants Income			
4111 · OSMB Grant	0.00	346,160.00	0.0%
4113 · Gilliam County Grant	0.00	100.00	0.0%
4114 · Unanticipated Grant Funds	0.00	100.00	0.0%
4115 · Safety Grant	0.00	100.00	0.0%
4120 · MAPS Grant	7,000.00	7,000.00	100.0%
4110 · Grants Income - Other	0.00	0.00	0.0%
Total 4110 · Grants Income	7,000.00	353,460.00	2.0%
4210 · Marina Revenue	2,608.00	5,000.00	52.2%
4211 · RV Park Revenues			
4211-1 · RV Park Monthly Rent	4,130.00	0.00	100.0%
4211-2 · RV Park Weekly Rent	375.00	0.00	100.0%
4211-3 · RV Park Daily Rent	2,374.00	0.00	100.0%
4211-4 · RV Park Dry Camp	616.00	0.00	100.0%
4212 · RV Park fee Refund	0.00	0.00	0.0%
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
Total 4211 · RV Park Revenues	7,495.00	40,000.00	18.7%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	4,315.57	7,000.00	61.7%
4213-1 · Diesel Sales	326.40	3,000.00	10.9%
4213 · Marina Fuel Revenue - Other	13.54		
Total 4213 · Marina Fuel Revenue	4,655.51	10,000.00	46.6%
4214 · Marina Power and Water Revenue	200.00	250.00	80.0%
4340 · Willow Creek Rock Sales	49,886.28	20,000.00	249.4%
4350 · Willow Creek Lease Revenue	0.00	0.00	0.0%
4400 · Donations/Gifts	0.00	100.00	0.0%
4500 · Miscellaneous Income	6,686.10	100.00	6,686.1%
Total GENERAL FUND RESOURCES	193,660.14	1,901,204.00	10.2%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	0.00	180,340.00	0.0%
5031 · Building Lease 11-002	15,200.00	91,200.00	16.7%
5032 · Building Lease 11-004	1,700.00	1,000.00	170.0%
5033 · Flex Bldg Lease	8,000.00	48,000.00	16.7%
5113 · Grants - Gilliam County	0.00	40,000.00	0.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5116 · Grants - Other	7,848.00	7,800.00	100.6%
5130 · SIP Funds	0.00	25,000.00	0.0%
5600 · Transfer from General Fund	0.00	0.00	0.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOURCES	32,748.00	394,340.00	8.3%
RESERVE FUND RESOURCES			
9000 · Reserve Fund Beginning Balance	0.00	51,650.00	0.0%
9001 · Transfer from General Fund	10,841.00	10,841.00	100.0%
9002 · Interest Earned Reserve Fund	130.64	400.00	32.7%
Total RESERVE FUND RESOURCES	10,971.64	62,891.00	17.4%
Total Income	237,379.78	2,358,435.00	10.1%
Expense			
6560 · Payroll Expenses	1.75	0.00	100.0%

8:58 AM

08/29/19

Cash Basis

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '19 - Jun 20	Budget	% of Budget
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	3,738.18	23,700.00	15.8%
6009 · Administrative Assistant	5,474.04	32,200.00	17.0%
6011 · Payroll Taxes - Staff	712.54	5,300.00	13.4%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	273.65	250.00	109.5%
6015 · Employee Benefits Insurance	2,785.48	26,250.00	10.6%
6016 · Employee Benefits Retirement	1,105.47	6,500.00	17.0%
Total 6000 · Personal Services - AD	14,089.36	94,700.00	14.9%
6100 · Materials and Services - AD			
6110 · Internet Service	88.00		
6111 · Utilities	351.71	3,500.00	10.0%
6112 · Office Supplies and Equipment	751.66	3,000.00	25.1%
6113 · Legal Fees	1,130.00	12,000.00	9.4%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	572.43	3,000.00	19.1%
6115 · Dues, Subscriptions, Fees - Other	956.29	3,000.00	31.9%
Total 6115 · Dues, Subscriptions, Fees	1,528.72	6,000.00	25.5%
6116 · Audit, Budget, Legal Notices	3,000.00	9,000.00	33.3%
6117 · Telephone and Internet Srv.	312.03	3,000.00	10.4%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	0.00	3,000.00	0.0%
6120 · Medi/SS for Commissioners	0.00	300.00	0.0%
6121 · Donations	200.00	1,000.00	20.0%
6122 · Meetings and Elections	53.54	2,000.00	2.7%
6123 · Miscellaneous - AD	0.00	200.00	0.0%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	22,833.00	0.0%
6127 · Commissioner Conference & Trave	62.00	3,000.00	2.1%
6128 · Staff Travel/Food/Lodging	229.91	500.00	46.0%
6129 · Postage	92.15	1,000.00	9.2%
6130 · Bad Debt Write Off	0.00	100.00	0.0%
Total 6100 · Materials and Services - AD	7,799.72	73,183.00	10.7%
6170 · Transfers Out of General Fund	10,841.00	10,841.00	100.0%
Total ADMINISTRATION EXPENSES	32,730.08	178,724.00	18.3%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	2,992.36	12,500.00	23.9%
6611 · Payroll Taxes	237.93	750.00	31.7%
6612 · Worker's Comp Insurance	6.46	500.00	1.3%
Total 6600 · Personal Services	3,236.75	13,750.00	23.5%
6620 · Materials & Services			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	58.00	1,000.00	5.8%
6623 · Comfort Station Supplies	289.42	1,800.00	16.1%
6624 · Park Electricity	96.84	1,500.00	6.5%
6625 · Pest Control / Chem & Fert.	0.00	200.00	0.0%
6626 · Insurance	0.00	2,000.00	0.0%
6627 · Park Maintenance & Supplies	85.61	2,800.00	3.1%
6628 · Miscellaneous	0.00	100.00	0.0%
6620 · Materials & Services - Other	26.84		
Total 6620 · Materials & Services	556.71	10,600.00	5.3%
6630 · Capital Outlay			
6635 · Grant Match Isl.Erosion Repair	125.00	229,720.00	0.1%
6634 · Grant Island Erosion Repair	0.00	346,160.00	0.0%
6631 · Park Improvements	5,000.00	200,000.00	2.5%
6632 · Engineering & Surveying	0.00	20,000.00	0.0%
Total 6630 · Capital Outlay	5,125.00	795,880.00	0.6%
Total ISLAND PARK	8,918.46	820,230.00	1.1%

8:58 AM

08/29/19

Cash Basis

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '19 - Jun 20	Budget	% of Budget
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	0.00	3,700.00	0.0%
6711 · Payroll Taxes	13.06	250.00	5.2%
6712 · Worker's Comp Insurance	0.00	50.00	0.0%
6700 · Personal Services - Other	166.24		
Total 6700 · Personal Services	179.30	4,000.00	4.5%
6720 · Materials & Services			
6721 · Marina Electricity	371.77	3,000.00	12.4%
6722 · OMB Repairs - 1/2 MAPS	0.00	2,000.00	0.0%
6723 · Insurance	0.00	2,500.00	0.0%
6724 · Marina Maint. & Supplies	81.94	2,500.00	3.3%
6725 · Miscellaneous	0.00	500.00	0.0%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	5,000.00	0.0%
6727-1 · Marina Gas	2,430.63	11,000.00	22.1%
6727 · Marina Fuel - Other	0.00	0.00	0.0%
Total 6727 · Marina Fuel	2,430.63	16,000.00	15.2%
Total 6720 · Materials & Services	2,884.34	26,500.00	10.9%
6730 · Capital Outlay			
6731 · Marina Improvements	0.00	0.00	0.0%
Total 6730 · Capital Outlay	0.00	0.00	0.0%
Total MARINA	3,063.64	30,500.00	10.0%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	166.24	3,000.00	5.5%
6311 · Payroll Taxes, Maintenance - RV	10.33	300.00	3.4%
6312 · Workmens Compensation - RV	263.65	200.00	131.8%
Total 6300 · Personal Services - RV	440.22	3,500.00	12.6%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	687.60	4,000.00	17.2%
6322 · Sanitation - RV	208.00	2,000.00	10.4%
6323 · Electricity - RV Park	1,128.85	9,000.00	12.5%
6324 · WIFI - RV	101.43	1,000.00	10.1%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	81.08	1,000.00	8.1%
6327 · Insurance - RV	0.00	1,500.00	0.0%
6328 · Misc. - RV	0.00	250.00	0.0%
6329 · Sewer	807.04	4,000.00	20.2%
Total 6320 · Materials & Services - RV	3,014.00	23,250.00	13.0%
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	1,000.00	45,000.00	2.2%
Total 6340 · Capital Outlay - RV	1,000.00	45,000.00	2.2%
Total RV PARK EXPENSES	4,454.22	71,750.00	6.2%
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,079.27	2,000.00	54.0%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	1,079.27	2,100.00	51.4%
6540 · Capital Outlay - WQ			
6542 · Engineering & Surveying	0.00	50,000.00	0.0%
6540 · Capital Outlay - WQ - Other	0.00	747,900.00	0.0%
Total 6540 · Capital Outlay - WQ	0.00	797,900.00	0.0%
Total WILLOW CREEK QUARRY	1,079.27	800,000.00	0.1%
Total GENERAL FUND EXPENSES	50,245.67	1,901,204.00	2.6%

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Cash Basis

PORT OF ARLINGTON

YTD Income & Expense vs. Budget

YTD

	Jul '19 - Jun 20	Budget	% of Budget
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	11,214.52	69,000.00	16.3%
8410-1 · Admin. Asst. 1/3	2,819.96	16,600.00	17.0%
8410-2 · Lab Technician	0.00	0.00	0.0%
8411 · Payroll Taxes	1,083.03	7,000.00	15.5%
8412 · Worker's Comp Ins.	364.30	300.00	121.4%
8413 · Employee Benefits - Insurance	3,336.44	31,100.00	10.7%
8414 · Employee Benefits - Retirement	1,684.13	10,100.00	16.7%
Total PERSONNEL SERVICES	20,502.38	134,100.00	15.3%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	800.22	6,000.00	13.3%
8422 · Training/Seminars/Conventions	0.00	3,000.00	0.0%
8423 · Legal Fees	1,556.00	15,000.00	10.4%
8424 · Office Supplies & Equipment	69.99	1,500.00	4.7%
8424-3 · Consultant	0.00	2,000.00	0.0%
8425 · Utilities	88.00	2,500.00	3.5%
8426 · Advertising & Marketing	5,779.30	20,000.00	28.9%
8426-1 · Dues & Subscriptions	0.00	500.00	0.0%
8426-2 · A Town Throw Down	430.00	0.00	100.0%
8427 · Telephone & Internet Service	713.99	2,500.00	28.6%
8428 · Website Develop. & Maint.	0.00	1,000.00	0.0%
8429 · Building Insurance	0.00	9,000.00	0.0%
8430 · City of Arlington Insitu Lease	3,600.00	21,600.00	16.7%
8430-1 · Feasibility Studies	0.00	1,000.00	0.0%
8430-2 · Grant Match	0.00	1,000.00	0.0%
8430-3 · Business Start Up Program	5,000.00	20,000.00	25.0%
8430-4 · Property Taxes	0.00	0.00	0.0%
8439 · Contingency	0.00	19,496.00	0.0%
Total MATERIALS AND SERVICES	18,037.50	126,096.00	14.3%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	0.00	17,000.00	0.0%
8432 · Engineering & Surveying	7,683.00	45,000.00	17.1%
8435 · Building Construction	0.00	60,000.00	0.0%
Total CAPITAL OUTLAY	7,683.00	122,000.00	6.3%
DEBT SERVICE			
8441 · Loan - Principal	1,559.82	9,533.00	16.4%
8442 · Loan - Interest	464.18	2,611.00	17.8%
Total DEBT SERVICE	2,024.00	12,144.00	16.7%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	48,246.88	394,340.00	12.2%
RESERVE FUND EXPENSES			
9500 · Repair, Maint., Grant Match	0.00	62,891.00	0.0%
Total RESERVE FUND EXPENSES	0.00	62,891.00	0.0%
Total Expense	98,494.30	2,358,435.00	4.2%
Net Ordinary Income	138,885.48	0.00	100.0%
Net Income	138,885.48	0.00	100.0%

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PORT OF ARLINGTON
Deposit Detail
August 1 - 30, 2019

Type	Num	Date	Name	Account	Amount
Deposit		08/01/2019		1001 · Bank of E/O ...	597.20
			Heartland Payment ...	4213-2 · Gasoline S...	-610.86
			Heartland Payment ...	6115-1 · Credit Card...	13.66
TOTAL					-597.20
Deposit		08/05/2019		1001 · Bank of E/O ...	540.04
			Heartland Payment ...	4213-2 · Gasoline S...	-120.81
			Heartland Payment ...	6115-1 · Credit Card...	3.48
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	0.90
			Heartland Payment ...	4210 · Marina Reve...	-50.00
			Heartland Payment ...	6115-1 · Credit Card...	1.39
TOTAL					-540.04
Deposit		08/05/2019		1001 · Bank of E/O ...	169.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4210 · Marina Reve...	-30.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-4 · RV Park Dr...	-10.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
TOTAL					-169.00
Deposit		08/08/2019		1001 · Bank of E/O ...	379.17
			Heartland Payment ...	4213-2 · Gasoline S...	-388.01
			Heartland Payment ...	6115-1 · Credit Card...	8.84
TOTAL					-379.17

\$ 133,684.69

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PORT OF ARLINGTON
Deposit Detail
 August 1 - 30, 2019

Type	Num	Date	Name	Account	Amount
Deposit		08/12/2019		1001 · Bank of E/O ...	1,629.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
			Cash Sales	4214 · Marina Power...	-30.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-30.00
Payment	40030	08/12/2019	Kerr Contractors Or...	1499 · Undeposited ...	-1,500.00
TOTAL					-1,629.00
Deposit		08/12/2019		1001 · Bank of E/O ...	522.33
			Heartland Payment ...	4213-2 · Gasoline S...	-177.70
			Heartland Payment ...	6115-1 · Credit Card...	4.39
			Heartland Payment ...	4213-1 · Diesel Sales	-148.46
			Heartland Payment ...	6115-1 · Credit Card...	3.27
			Heartland Payment ...	4214 · Marina Power...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	1.24
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-60.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	4.93
TOTAL					-522.33
Deposit		08/13/2019		1001 · Bank of E/O ...	2,943.77
			Cash Sales	4210 · Marina Reve...	-150.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
			Cash Sales	4211-3 · RV Park D...	-60.00
			Cash Sales	4211-3 · RV Park D...	-30.00
Payment	13566	08/12/2019	W.I. Construction, Inc.	1499 · Undeposited ...	-2,574.77
Payment	13655	08/12/2019	The City of Arlington	1499 · Undeposited ...	-30.00
TOTAL					-2,943.77

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PORT OF ARLINGTON
Deposit Detail
August 1 - 30, 2019

Type	Num	Date	Name	Account	Amount
Deposit		08/15/2019		1001 · Bank of E/O ...	480.88
			Heartland Payment ...	4213-2 · Gasoline S...	-463.77
			Heartland Payment ...	6115-1 · Credit Card...	12.12
			Heartland Payment ...	4214 · Marina Power...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	0.77
TOTAL					-480.88
Deposit		08/16/2019		1001 · Bank of E/O ...	1,580.91
			Cash Sales	4210 · Marina Reve...	-120.00
			Gilliam County Trea...	4011 · Taxes-Prior	-1,345.91
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-4 · RV Park Dr...	-27.00
			Cash Sales	4211-4 · RV Park Dr...	-10.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
TOTAL					-1,580.91
Deposit		08/19/2019		1001 · Bank of E/O ...	182.37
			Heartland Payment ...	4213-2 · Gasoline S...	-156.68
			Heartland Payment ...	6115-1 · Credit Card...	3.50
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	0.81
TOTAL					-182.37
Deposit		08/20/2019		1001 · Bank of E/O ...	110,194.50
			White Lightning Elec...	5032 · Building Leas...	-1,700.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-9.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
Payment	007184	08/20/2019	Mid Columbia Produ...	1499 · Undeposited ...	-108,407.50
TOTAL					-110,194.50

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PORT OF ARLINGTON
Deposit Detail
August 1 - 30, 2019

Type	Num	Date	Name	Account	Amount
Deposit		08/21/2019		1001 · Bank of E/O ...	169.61
			Heartland Payment ...	4213-2 · Gasoline S...	-112.70
			Heartland Payment ...	6115-1 · Credit Card...	2.18
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	0.91
TOTAL					-169.61
Deposit		08/23/2019		1001 · Bank of E/O ...	670.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-2 · RV Park W...	-125.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4210 · Marina Reve...	-50.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-1 · RV Park M...	-375.00
TOTAL					-670.00
Deposit		08/26/2019		1001 · Bank of E/O ...	100.26
			Heartland Payment ...	4213-2 · Gasoline S...	-36.01
			Heartland Payment ...	4213-1 · Diesel Sales	-70.10
			Heartland Payment ...	6115-1 · Credit Card...	2.26
			Heartland Payment ...	6115-1 · Credit Card...	3.59
TOTAL					-100.26
Deposit		08/28/2019		1001 · Bank of E/O ...	12,020.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Valley Industrial Ser...	5033 · Flex Bldg Lea...	-4,000.00
			State of Oregon	4120 · MAPS Grant	-7,000.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-4 · RV Park Dr...	-18.00
			Cash Sales	4211-4 · RV Park Dr...	-18.00
			Cash Sales	4211-3 · RV Park D...	-30.00
			Cash Sales	4211-3 · RV Park D...	-60.00
			Cash Sales	4211-4 · RV Park Dr...	-18.00
			Cash Sales	4211-3 · RV Park D...	-60.00
			Cash Sales	4211-1 · RV Park M...	-375.00

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PORT OF ARLINGTON
Deposit Detail
August 1 - 30, 2019

Type	Num	Date	Name	Account	Amount
			Cash Sales	4211-4 · RV Park Dr...	-27.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
TOTAL					-12,020.00
Deposit		08/29/2019		1001 · Bank of E/O ...	544.65
			Heartland Payment ...	4213-2 · Gasoline S...	-354.34
			Heartland Payment ...	6115-1 · Credit Card...	7.56
			Heartland Payment ...	4213-1 · Diesel Sales	-72.35
			Heartland Payment ...	6115-1 · Credit Card...	1.68
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	6115-1 · Credit Card...	1.89
			Heartland Payment ...	4210 · Marina Reve...	-50.00
			Heartland Payment ...	4214 · Marina Power...	-20.00
			Heartland Payment ...	6115-1 · Credit Card...	0.91
TOTAL					-544.65
Deposit		08/29/2019		1001 · Bank of E/O ...	961.00
			Cash Sales	4210 · Marina Reve...	-912.00
			Cash Sales	4211-4 · RV Park Dr...	-49.00
TOTAL					-961.00
Paycheck	DD1144	08/30/2019	Margheim, Kelly L	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expe...	3,619.00
				6560 · Payroll Expe...	198.00
				6560 · Payroll Expe...	275.00
				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...	491.04
				2100 · Payroll Liabili...	-491.04
				6560 · Payroll Expe...	4.09
				2100 · Payroll Liabili...	-4.09
				2100 · Payroll Liabili...	-4.09
				2100 · Payroll Liabili...	-215.00
				6560 · Payroll Expe...	253.71
				2100 · Payroll Liabili...	-253.71
				2100 · Payroll Liabili...	-253.71
				6560 · Payroll Expe...	59.33
				2100 · Payroll Liabili...	-59.33

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PORT OF ARLINGTON
Deposit Detail
 August 1 - 30, 2019

Type	Num	Date	Name	Account	Amount
				2100 · Payroll Liabili...	-59.33
				2100 · Payroll Liabili...	-239.00
				2111 · Direct Deposi...	-3,154.83
				2111 · Direct Deposi...	-166.04
					<hr/>
					0.00
TOTAL					
Paycheck	DD1145	08/30/2019	Mitchell, Peter D	1001 · Bank of E/O ...	0.00
				6560 · Payroll Expe...	6,800.51
				6560 · Payroll Expe...	675.83
				6560 · Payroll Expe...	897.16
				2100 · Payroll Liabili...	-897.16
				6560 · Payroll Expe...	1,414.94
				2100 · Payroll Liabili...	-1,414.94
				6560 · Payroll Expe...	115.54
				2100 · Payroll Liabili...	-115.54
				6560 · Payroll Expe...	4.25
				2100 · Payroll Liabili...	-4.25
				2100 · Payroll Liabili...	-7.48
				2100 · Payroll Liabili...	-621.00
				6560 · Payroll Expe...	463.53
				2100 · Payroll Liabili...	-463.53
				2100 · Payroll Liabili...	-463.53
				6560 · Payroll Expe...	108.41
				2100 · Payroll Liabili...	-108.41
				2100 · Payroll Liabili...	-108.41
				2100 · Payroll Liabili...	-495.00
				2111 · Direct Deposi...	-5,780.92
					<hr/>
					0.00
TOTAL					

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PORT OF ARLINGTON
Check Detail
 August 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		08/02/2019	QuickBooks Payrol...		1001 · Bank of E/O ...		-1.75
					6560 · Payroll Expe...	-1.75	1.75
TOTAL						-1.75	1.75
Liability Check		08/29/2019	QuickBooks Payrol...		1001 · Bank of E/O ...		-9,105.29
					6560 · Payroll Expe...	-3.50	3.50
			QuickBooks Payroll ...		2111 · Direct Deposi...	-9,101.79	9,101.79
TOTAL						-9,105.29	9,105.29
Check		08/30/2019	QuickBooks Payrol...		1001 · Bank of E/O ...		-1.75
					6560 · Payroll Expe...	-1.75	1.75
TOTAL						-1.75	1.75
Check	DD	08/05/2019	Peter Mitchell		1001 · Bank of E/O ...		-333.56
					8421 · Travel/Food/...	-222.56	222.56
					8427 · Telephone & ...	-111.00	111.00
TOTAL						-333.56	333.56
Liability Check	EFT	08/01/2019	United States Trea...		1001 · Bank of E/O ...		-2,927.76
					2100 · Payroll Liabili...	-866.00	866.00
					2100 · Payroll Liabili...	-835.48	835.48
					2100 · Payroll Liabili...	-835.48	835.48
					2100 · Payroll Liabili...	-195.40	195.40
					2100 · Payroll Liabili...	-195.40	195.40
TOTAL						-2,927.76	2,927.76
Check	EFT	08/01/2019	Heartland Payment...		1001 · Bank of E/O ...		-203.70
					6115-1 · Credit Card...	-203.70	203.70
TOTAL						-203.70	203.70

\$53,317.14

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08/29/19

PORT OF ARLINGTON
Check Detail
 August 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	08/12/2019	Pacific Power		1001 · Bank of E/O ...		-1,056.85
				6111 · Utilities		-190.00	190.00
				6323 · Electricity - R...		-628.85	628.85
				6721 · Marina Electri...		-32.40	32.40
				6624 · Park Electricity		-43.02	43.02
				6721 · Marina Electri...		-11.53	11.53
				6721 · Marina Electri...		-151.05	151.05
TOTAL						-1,056.85	1,056.85
Paycheck	DD1144	08/30/2019	Margheim, Kelly L		1001 · Bank of E/O ...		0.00
				6560 · Payroll Expe...		-3,619.00	3,619.00
				6560 · Payroll Expe...		-198.00	198.00
				6560 · Payroll Expe...		-275.00	275.00
				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...		-491.04	491.04
				2100 · Payroll Liabili...		491.04	-491.04
				6560 · Payroll Expe...		-4.09	4.09
				2100 · Payroll Liabili...		4.09	-4.09
				2100 · Payroll Liabili...		4.09	-4.09
				2100 · Payroll Liabili...		215.00	-215.00
				6560 · Payroll Expe...		-253.71	253.71
				2100 · Payroll Liabili...		253.71	-253.71
				2100 · Payroll Liabili...		253.71	-253.71
				6560 · Payroll Expe...		-59.33	59.33
				2100 · Payroll Liabili...		59.33	-59.33
				2100 · Payroll Liabili...		59.33	-59.33
				2100 · Payroll Liabili...		239.00	-239.00
				2111 · Direct Deposi...		3,154.83	-3,154.83
				2111 · Direct Deposi...		166.04	-166.04
TOTAL						0.00	0.00

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PORT OF ARLINGTON
Check Detail
August 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	DD1145	08/30/2019	Mitchell, Peter D		1001 - Bank of E/O ...		0.00
				6560 - Payroll Expe...		-6,800.51	6,800.51
				6560 - Payroll Expe...		-675.83	675.83
				6560 - Payroll Expe...		-897.16	897.16
				2100 - Payroll Liabili...		897.16	-897.16
				6560 - Payroll Expe...		-1,414.94	1,414.94
				2100 - Payroll Liabili...		1,414.94	-1,414.94
				6560 - Payroll Expe...		-115.54	115.54
				2100 - Payroll Liabili...		115.54	-115.54
				6560 - Payroll Expe...		-4.25	4.25
				2100 - Payroll Liabili...		4.25	-4.25
				2100 - Payroll Liabili...		7.48	-7.48
				2100 - Payroll Liabili...		621.00	-621.00
				6560 - Payroll Expe...		-463.53	463.53
				2100 - Payroll Liabili...		463.53	-463.53
				2100 - Payroll Liabili...		463.53	-463.53
				6560 - Payroll Expe...		-108.41	108.41
				2100 - Payroll Liabili...		108.41	-108.41
				2100 - Payroll Liabili...		108.41	-108.41
				2100 - Payroll Liabili...		495.00	-495.00
				2111 - Direct Deposi...		5,780.92	-5,780.92
TOTAL						0.00	0.00
Liability Check	9122	08/01/2019	Fidelity Brokerage ...		1001 - Bank of E/O ...		-1,401.40
				2100 - Payroll Liabili...		-1,401.40	1,401.40
TOTAL						-1,401.40	1,401.40
Liability Check	9123	08/01/2019	Oregon Departmen...		1001 - Bank of E/O ...		-764.00
				2100 - Payroll Liabili...		-764.00	764.00
TOTAL						-764.00	764.00
Check	9124	08/01/2019	Arlington Hardware		1001 - Bank of E/O ...		-145.09
				6724 - Marina Maint...		-55.79	55.79
				6326 - Maintenance ...		-25.09	25.09
				6623 - Comfort Stati...		-64.21	64.21
TOTAL						-145.09	145.09

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08/29/19

PORT OF ARLINGTON
Check Detail
August 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9125	08/01/2019	SDIS		1001 - Bank of E/O ...		-3,900.24
				2100 - Payroll Liabili...		-1,833.66	1,833.66
				2100 - Payroll Liabili...		-116.46	116.46
				2100 - Payroll Liabili...		-1,833.66	1,833.66
				2100 - Payroll Liabili...		-116.46	116.46
TOTAL						-3,900.24	3,900.24
Check	9126	08/05/2019	Cynthia Davis Brown		1001 - Bank of E/O ...		-750.00
				8426 - Advertising &...		-750.00	750.00
TOTAL						-750.00	750.00
Check	9127	08/05/2019	Kaden Sponhauer		1001 - Bank of E/O ...		-500.00
				8426 - Advertising &...		-500.00	500.00
TOTAL						-500.00	500.00
Check	9129	08/01/2019	kelly Lee Margheim		1001 - Bank of E/O ...		-41.40
				6128 - Staff Travel/F...		-41.40	41.40
TOTAL						-41.40	41.40
Check	9130	08/12/2019	Bank of Eastern Or...		1001 - Bank of E/O ...		-1,185.90
				6129 - Postage		-64.90	64.90
				6115 - Dues, Subscr...		-807.00	807.00
				6112 - Office Suppli...		-314.00	314.00
TOTAL						-1,185.90	1,185.90
Check	9131	08/12/2019	Bank of Eastern Or...		1001 - Bank of E/O ...		-324.59
				8421 - Travel/Food/...		-324.59	324.59
TOTAL						-324.59	324.59

8:58 AM

08/29/19

PORT OF ARLINGTON
Check Detail
 August 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9132	08/12/2019	VanKoten & Cleave...		1001 · Bank of E/O ...		-1,228.50
					8423 · Legal Fees	-663.50	663.50
					6113 · Legal Fees	-565.00	565.00
TOTAL						-1,228.50	1,228.50
Check	9133	08/12/2019	Bighorn Press LLC		1001 · Bank of E/O ...		-240.00
					8426 · Advertising &...	-240.00	240.00
TOTAL						-240.00	240.00
Check	9134	08/12/2019	Hattenhauer Energ...		1001 · Bank of E/O ...		-2,430.63
					6727-1 · Marina Gas	-2,430.63	2,430.63
TOTAL						-2,430.63	2,430.63
Check	9135	08/12/2019	Meadow Outdoor A...		1001 · Bank of E/O ...		-1,353.00
					8426 · Advertising &...	-1,353.00	1,353.00
TOTAL						-1,353.00	1,353.00
Check	9136	08/12/2019	Arlington T.V. Coop		1001 · Bank of E/O ...		-120.00
					8427 · Telephone & ...	-20.00	20.00
					6117 · Telephone an...	-80.00	80.00
					6324 · WIFI - RV	-20.00	20.00
TOTAL						-120.00	120.00
Check	9137	08/12/2019	Arlington Market		1001 · Bank of E/O ...		-61.22
					6112 · Office Suppli...	-7.68	7.68
					6122 · Meetings and...	-53.54	53.54
TOTAL						-61.22	61.22

8:58 AM

08/29/19

PORT OF ARLINGTON
Check Detail
 August 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9138	08/12/2019	Loop Net		1001 - Bank of E/O ...		-69.00
					8426 - Advertising &...	-69.00	69.00
TOTAL						-69.00	69.00
Check	9139	08/12/2019	Gilliam County Tre...		1001 - Bank of E/O ...		-1,012.00
					8441 - Loan - Principal	-780.56	780.56
					8442 - Loan - Interest	-231.44	231.44
TOTAL						-1,012.00	1,012.00
Check	9140	08/12/2019	City of Arlington		1001 - Bank of E/O ...		-1,029.28
					6110 - Internet Servi...	-44.00	44.00
					8425 - Utilities	-44.00	44.00
					6321 - Water Fees - ...	-370.20	370.20
					6329 - Sewer	-438.08	438.08
					6322 - Sanitation - RV	-104.00	104.00
					6622 - Sanitation	-29.00	29.00
TOTAL						-1,029.28	1,029.28
Check	9141	08/14/2019	Pillar Consulting G...		1001 - Bank of E/O ...		-7,683.00
					8432 - Engineering ...	-2,559.50	2,559.50
					8432 - Engineering ...	-5,123.50	5,123.50
TOTAL						-7,683.00	7,683.00
Check	9143	08/27/2019	Oregon Secretary o...		1001 - Bank of E/O ...		-50.00
					6115 - Dues, Subscr...	-50.00	50.00
TOTAL						-50.00	50.00
Check	9144	08/27/2019	Solutions, CPAs PC		1001 - Bank of E/O ...		-3,000.00
					6116 - Audit, Budget...	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00

8:58 AM

08/29/19

PORT OF ARLINGTON
Check Detail
August 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9145	08/27/2019	Gorge Networks		1001 - Bank of E/O ...		-401.23
				8427 - Telephone & ...		-49.50	49.50
				6324 - WIFI - RV		-61.43	61.43
				6117 - Telephone an...		-49.50	49.50
				6117 - Telephone an...		-40.80	40.80
				8427 - Telephone & ...		-200.00	200.00
TOTAL						-401.23	401.23
Check	9146	08/27/2019	Vickie Ackerman		1001 - Bank of E/O ...		-5,000.00
				8430-3 - Business S...		-5,000.00	5,000.00
TOTAL						-5,000.00	5,000.00
Check	9147	08/27/2019	City of Arlington		1001 - Bank of E/O ...		-125.00
				6635 - Grant Match I...		-125.00	125.00
TOTAL						-125.00	125.00
Check	9148	08/27/2019	The Entertainer		1001 - Bank of E/O ...		-215.00
				8426-2 - A Town Thr...		-215.00	215.00
TOTAL						-215.00	215.00
Check	9149	08/27/2019	SDIS		1001 - Bank of E/O ...		-3,900.24
				2100 - Payroll Liabili...		-1,833.66	1,833.66
				2100 - Payroll Liabili...		-116.46	116.46
				2100 - Payroll Liabili...		-1,833.66	1,833.66
				2100 - Payroll Liabili...		-116.46	116.46
TOTAL						-3,900.24	3,900.24
Check	9150	08/27/2019	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

8:58 AM

08/29/19

PORT OF ARLINGTON
Check Detail
August 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	9151	08/27/2019	Arlington Hardware		1001 · Bank of E/O ...		-160.22
				6724 · Marina Maint....		-11.99	11.99
				6326 · Maintenance ...		-55.99	55.99
				6623 · Comfort Stati...		-92.24	92.24
TOTAL						-160.22	160.22
Paycheck	9152	08/30/2019	Davis, Calvin A		1001 · Bank of E/O ...		-975.89
				6560 · Payroll Expe...		-1,181.25	1,181.25
				6560 · Payroll Expe...		-2.21	2.21
				2100 · Payroll Liabili...		2.21	-2.21
				2100 · Payroll Liabili...		51.00	-51.00
				6560 · Payroll Expe...		-73.24	73.24
				2100 · Payroll Liabili...		73.24	-73.24
				2100 · Payroll Liabili...		73.24	-73.24
				6560 · Payroll Expe...		-17.12	17.12
				2100 · Payroll Liabili...		17.12	-17.12
				2100 · Payroll Liabili...		17.12	-17.12
				2100 · Payroll Liabili...		64.00	-64.00
TOTAL						-975.89	975.89
Paycheck	9153	08/30/2019	Shandy, Jacob D		1001 · Bank of E/O ...		-319.65
				6560 · Payroll Expe...		-346.50	346.50
				6560 · Payroll Expe...		-0.88	0.88
				2100 · Payroll Liabili...		0.88	-0.88
				2100 · Payroll Liabili...		0.35	-0.35
				6560 · Payroll Expe...		-21.48	21.48
				2100 · Payroll Liabili...		21.48	-21.48
				2100 · Payroll Liabili...		21.48	-21.48
				6560 · Payroll Expe...		-5.02	5.02
				2100 · Payroll Liabili...		5.02	-5.02
				2100 · Payroll Liabili...		5.02	-5.02
TOTAL						-319.65	319.65

Steve Shaffer

211 W Pennoyer Condon, Oregon 97823 | 541-980-3777 | sd_rd_shaffer@outlook.com

August 23, 2019

President Wilson

President

Port of Arlington

100 Island Park Way - Box 279

Arlington, Oregon 97812

Dear President Wilson:

The intension of this letter is to express my interest in the Port of Arlington's vacated Commissioner position. I understand this commitment is to fulfill the final two years of the East Condon zone.

I believe in the work the Port Commission does and would appreciate a chance to serve as a Commissioner.

Sincerely,

Steve Shaffer

September 10, 2019 Packet

Dear Board Members,

For the Ports upcoming Board meeting there are three small business assistance grant request. One from a business located in Condon and two from businesses (one start-up, one existing) located in Arlington. Individual loan request are attached to this memo.

The three upcoming grants on the Agenda are:

Bighorn Press – Steve Allen is requesting \$5,000.00 reimbursement for electronics (computers) for the newspaper.

Pat's Pheasant Grill – Pat Shannon is requesting \$5,000.00 for a flavor burst ice cream machine

Just Jump – Brandon and Kristen Fruitts are requesting \$5,000.00 for bounce house start-up business

The Port's remaining budget for the Small Business Assistance program is \$15,000. The Board previously approved a \$5,000 grant to the Drive-In. The Board has sufficient funds to accommodate any or all of these grant requests.

Port Staff

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: Steve Allen

Applicant's business structure: ☐ Corporation ☐ Partnership
☐ Sole proprietor ☒ Other (explain) LLC

Name of project: Bighorn Press

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

Bighorn Press is purchasing MacroGraphics of Condon LLC (DBA The Times-Journal). Business Plan is attached.

Contact Person for this project:

Name: Steve Allen
Organization: Bighorn Press
Mailing address: P.O. Box 746 Condon, OR 97823

Position: Owner
Telephone: (541) 256-6393
E-mail: stephen@bighornpress.com

Describe the Business briefly:

Bighorn Press LLC was established by Steve and Renee Allen in May 2019. Mr. and Mrs. Allen have purchased the business assets, customers and business name of The Times-Journal that had previously been owned by MacroGraphics of Condon LLC, which did doing business as The Times-Journal. Bighorn Press will have three pillars – a weekly newspaper (The Times-Journal), digital and letterpress printed goods and digital website / marketing development services

- The Times-Journal is a weekly, 8 page newspaper that reports on news and happenings in Gilliam, Wheeler and Sherman counties.
- Digital prints and customized letterpress stationary will be designed and offered to local retailers and online.
- Web development is the creation or updating and maintenance of a website. Digital marketing is the creation of an advertising strategy and design.

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)	5,000	8.3%
Non-Port of Arlington Funds	Applicant's Investment - Required	55,000	91.6%
	Total Project	60,000	100%

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

Two new laptop computers were purchased with some of the most modern software for graphic design and content creation capabilities. One laptop is a 2 in 1 laptop / tablet that is being used to show customers and advertisers of the Times-Journal logos and advertisement artwork. It is also being used to do website creation and digital marketing as it *has a powerful processor. The other laptop is light-weight and has fast processing speeds. It is being used to conduct interviews and to record notes at public meetings.* The laptops were purchased from a Microsoft Windows store with Microsoft Business 365 which offers special business support services. All content is cloud based and has backup storage included, along with top notch security. The laptops have allowed us to link our projects and work on the same document or program at the same time, making our work more efficient and more polished.

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

One staff person will be retained from the previous owner and in addition, one job and new service will be created. Renee Allen will offer website development and digital marketing services and will work full-time at the Times-Journal building. It is also the hope of the owners that the printing side of the business grows as a result of increased design products that Renee is offering and an additional part-time staff person could be added in 2020 – 2021. Bighorn Press is also considering hiring a part-time reporter in 2020, depending on a profitability assessment.

peter.mitchell@portofarlington.com

From: Stephen Allen <stephen@bighornpress.com>
Sent: Wednesday, August 21, 2019 9:42 PM
To: peter.mitchell@portofarlington.com
Subject: FW: Your receipt from Microsoft

Receipt for computers and startup tech.

Thanks,

Steve Allen
The Times-Journal Newspaper
Bighorn Press LLC
Ph. # 541-384-2421
stephen@bighornpress.com
Press Deadline: Mondays at 5pm

From: Stephen Allen
Sent: Wednesday, August 21, 2019 9:40 PM
To: Stephen Allen
Subject: Fw: Your receipt from Microsoft

----- Original Message -----

On Thursday, June 6, 2019 8:32 AM, Microsoft Store <maccount@microsoft.com> wrote:



Microsoft

Surface

Xbox

Office

PCs & tablets

Apps

Deals

Thanks for stopping by



Receipt Details

1100 S Hayes Street, Unit No. G04A
Arlington, VA 22202
Store phone: (703) 236-9140

Receipt ID: 002810011000016262
Date purchased: 6/6/2019 8:32 AM

Item Description	Qty	Price
Microsoft Srfc Lptp2 i7/8/256 COMM SC English US/Canada Hdwr Product sku: JKQ-00066 S/N: 008444191757 Price: \$1,649.00 Line Discount: 8% (\$115.92) Discount: SMB - FY19 Q4 Spring Commercial Promotion (A-SKUs): (\$200.00)	1	\$1,333.08
Comm Complete for Bus 3YR Warranty US USD Surface Laptop Product sku: F9W-00094 SN: 008444191757 Price: \$249.00 Discount: 2019 Surface Laptop Commercial Essentials Bundle: (\$49.80)	1	\$199.20
Microsoft Surface Arc Mouse - Light Gray Product sku: CZV-00001 Price: \$79.99 Line Discount: 6% (\$4.80)	1	\$75.19
Microsoft Arc Mouse - Black Product sku: ELG-00001 Price: \$79.99 Discount: 2019 Commercial Essentials Accessory Attach: (\$16.00)	1	\$63.99
Microsoft Surface Pen - Platinum Product sku: EYU-00009 Price: \$99.99 Discount: 2019 Commercial Essentials Accessory Attach: (\$20.00)	1	\$79.99

Microsoft Office 365 2019 Business Premium - Take Home Card	1	\$0.00
Product sku: QJ7-00017		
Price: \$0.00		

Microsoft® O365 Bus Prem Retail Mac/Win All Languages Subscr	1	\$130.00
Product sku: KLQ-00218		
Price: \$150.00		
Discount: Attach and Match: (\$20.00)		
Code: NG896-G8B66-GWM63-MWJFH-KHK6G		

To redeem the code online: 1. On your PC, go to office.com/setupkey. 2. Enter the 25-character code and follow the on-screen instructions. 3. Sign in with or create your business account using an email address. 4. Follow the on-screen instructions to set up your account and install Office.

Microsoft Surface Book 2 15in i7/16/512 GPU SC English US/Ca	1	\$2,483.08
Product sku: FUX-00001		
S/N: 005440190857		
Price: \$2,899.00		
Line Discount: 8% (\$215.92)		
Discount: SMB - FY19 Q4 Spring Commercial Promotion (A-SKUs): (\$200.00)		

Comm Complete for Bus 3YR Warranty US USD Surface Book	1	\$342.02
Product sku: F9W-00083		
SN: 005440190857		
Price: \$349.00		
Line Discount: 2% (\$6.98)		

Microsoft Surface Dock c SC EN/XD/XX Hdwr	1	\$141.00
Product sku: PD9-00003		
Price: \$199.99		
Discount: 2019 Commercial Essentials Accessory Attach: (\$58.99)		

Microsoft Surface Dock c SC EN/XD/XX Hdwr	1	\$141.00
Product sku: PD9-00003		
Price: \$199.99		
Discount: 2019 Commercial Essentials Accessory Attach: (\$58.99)		

Summary of Charges

Order subtotal:	\$4,988.55
Tax:	\$291.50
Order total:	\$5,280.05

Payment Method

Credit/Debit:	\$5,280.05
---------------	------------

PLEASE KEEP THIS RECEIPT FOR YOUR RECORDS. THIS RECEIPT IS THE ONLY RECORD OF YOUR PURCHASED PRODUCT KEY. YOUR PRODUCT KEY CANNOT BE REPLACED.

Your order barcode

Print this barcode or pull it up on your phone if you need to return an item.

See exchange/return info



Have a question about your order? Call us at (703) 236-9140.

We value your opinion. Complete a customer survey. >

There's more to explore at Microsoft Store
Shop Surface, Xbox, PCs, entertainment, apps, and more. >



Free support



Free learning



Shop deals



Find a Microsoft Store near you >



Free shipping



Free returns



24/7 Customer support



Free standard shipping. Expected delivery within 3-7 business days after shipping. See [webpage](#) for additional details.

[Privacy Statement](#)
Microsoft Corporation
One Microsoft Way
Redmond, WA 98052

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: PAT SHANNON / PAT'S PHEASANT GRILL

Applicant's business structure: ☐ Corporation

☐ Partnership

☐ Sole proprietor

☒ Other (explain) SINGLE MEMBER LLC

Name of project:

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

LEASE / PURCHASE FLAVOR BURST SOFT SERVE ICE CREAM SYSTEM

Contact Person for this project:

Name: PAT W. SHANNON

Organization: PAT'S PHEASANT GRILL

Mailing address: PO. BOX 146
ARLINGTON, OR. 97812

Position: OWNER

Telephone: 541-215-2342

E-mail: pshannon8455@gmail.com

Describe the Business briefly:

LOCAL RESTAURANT

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)	<u>5000</u>	<u>21%</u>
Non-Port of Arlington Funds	Other Grants or Loans		
Non-Port of Arlington Funds	Applicant's Investment - Required	<u>18,477</u>	<u>79%</u>
	Total Project	<u>23,477</u>	<u>100%</u>

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

REDUCING MONTHLY LEASE / PURCHASE PAYMENT
DOWN PAYMENT ON LEASE / PURCHASE

How many new jobs do you expect this project to create? 1-2 jobs

Seattle Office
21513 84th Avenue South
Kent, WA 98032
877.665.1125 / f 425.251.3151



Portland Office
600 SE Maritime Ave, Suite 130
Vancouver, WA 98661
877.665.1125 / f 360.735.7524

Sales & Security Agreement

BUYER			
Name of Corporation: Pats Pheasant Grill LLC		Ship To Name: Pats Pheasant Grill	
Operating Name: Pats Pheasant Grill		Ship To Address: 300 Locust St	
Billing Address: 300 Locust St		City: Arlington	
City: Arlington	State: OR	State: OR	Postal Code: 97812
Postal Code: 97812		Contact Name: Pat Shannon	
Customer PO #:		Ph #: 541-454-2712	Ph #: Cell 541-215-2342
Customer Account #:		Email:	Sales Person #: Dave

Shipping Instructions Per Buyer:	Ppd/Charge/Ins	Collect	Ppd/Charge	Pick Up
Ship Via:				
FOB:				

PURCHASE INFORMATION

QTY	DESCRIPTION	ARRIVAL DATE	SELL PRICE	AMOUNT
1	Taylor C-706 Water Cooled			\$13,985.00
1	Flavor Burst TS80SS 8 Flavor System			\$8,992.00
	Includes: 5 Year Major Component Warranty			
	1 Year Labor			
	*Pre Approved Marlin Lease/ Purchase			

Sub-Total:	\$22,977.00
Shipping Charge:	Included
Install Charge:	\$500.00
State Tax:	N/A
Total Purchase:	\$23,477.00
Down Payment:	Lease/ Purchase
Value Of Trade-In	N/A
Including Taxes:	N/A
Balance:	Lease/ Purchase

TERMS:

- ☐ I agree to pay 25% down payment plus applicable taxes, balance due upon delivery (credit application required)
- ☐ I agree to pay 25% down payment plus applicable taxes, balance due in full prior to delivery
- ☒ I agree to lease the above equipment and this order is subject to lease approval

The terms and conditions set forth above and on the reverse side of all schedules attached to this, form part of this Agreement. By their signatures, the Buyer and Seller agree to all the terms and conditions of this Agreement, which is dated the 20 day of August 2019.

Special Instructions: E Mail Address: pshannon8455@gmail.com

TRADE-IN INFORMATION

QTY	DESCRIPTION	SERIAL #	TRADE-IN VALUE

DSL NORTHWEST INC.

BUYER

X



Search mail

Open with

Compose

Inbox 5

Starred

Snoozed

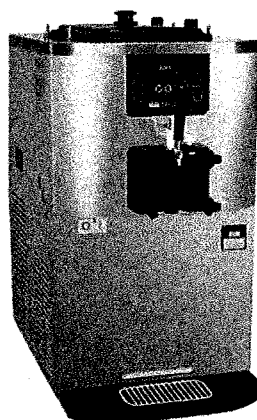


Patrick



No recent chats

Start a new one



Item No.

C706**Soft Serve Freezer**

Single Flavor, Pump

Features

Offer all the popular soft serve variations from low or non-fat ice creams to custards, yogurt and sorbet.

Freezing Cylinder

One, 3.4 quart (3.2 liter).

Mix Hopper

One, 20 quart (18.9 liter). Simplified air/mix pump delivers the precise amount of mix and air to the freezing cylinder for consistent overrun. Separate hopper refrigeration (SHR) maintains mix below 41°F (5°C) during Auto and Standby modes.

Indicator Lights

Mix Low light alerts operator to add mix. When the Mix Out light flashes, the unit shuts down automatically to prevent damage.

Electronic Controls

Softech™ is our exclusive microprocessor based master control that regulates refrigeration by measuring product viscosity to maintain consistent quality.

Standby

During long no-use periods, the standby feature maintains safe product temperatures in the mix hopper and freezing cylinder.

Digital Temperature Indicator

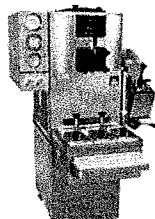
Hopper temperature is displayed to assure safe product temperatures. Indicator may be switched from Fahrenheit to Celsius temperature display.

Door Interlock System

Protects the operator from injury as the beater will not operate without the dispensing door in place.



Optional Cart with front opening door



Optional Cart with rear door for front mount syrup rail



Optional Top Air Discharge Chute



Simplified Pump

750 N. Blackhawk Blvd. Rockton, Illinois 61072
800-255-0626
Phone 815-624-8333 Fax 815-624-8000
www.taylor-company.com
info@taylor-company.com

ISO 9001:2008

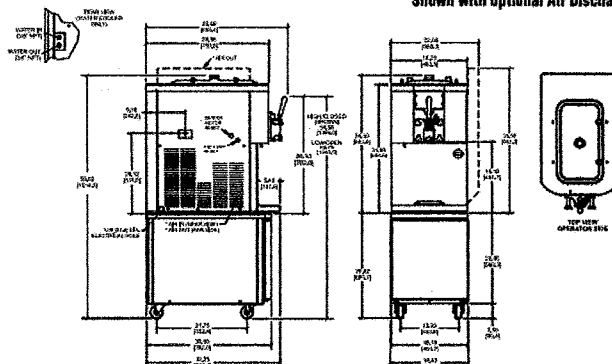
Registered Firm



Standard 6

LISTED
SA2659Selected 50
Hz. Models

Shown with optional Air Discharge Chute and Cart



Page 1 of 2		
Weights	lbs.	kgs.
Net	430	195.1

Specifications

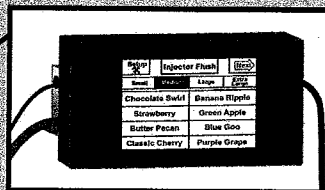
Electrical

Flavor Burst® SOFT SERVE

THE EQUIPMENT

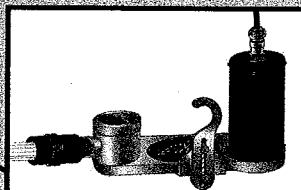
CABINET FEATURES

- Three models with different stainless steel cabinet styles (see below)
- Light-weight trays to hold the bags of syrup
- Easy to connect and disconnect syrup lines
- Sanitizer tank that provides clean-in-place sanitation to clean internal syrup lines



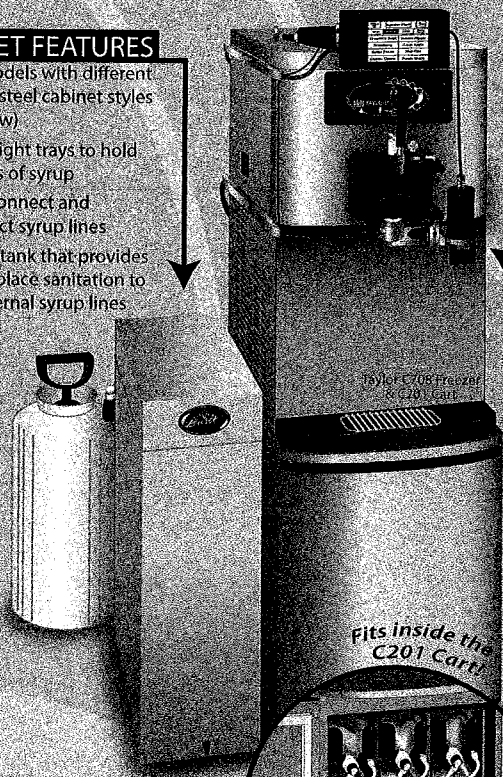
TOUCHSCREEN

- Easy to read and navigate touch-sensitive screen
- Great for self-serve operations!
- Programmable for different languages, custom flavor names and serving sizes
- Easily adjust flavor levels, change menu flavors, access serving count, and more.
- Dimensions: 11.5 x 6 x 2 in. (245 x 121 x 112 mm)



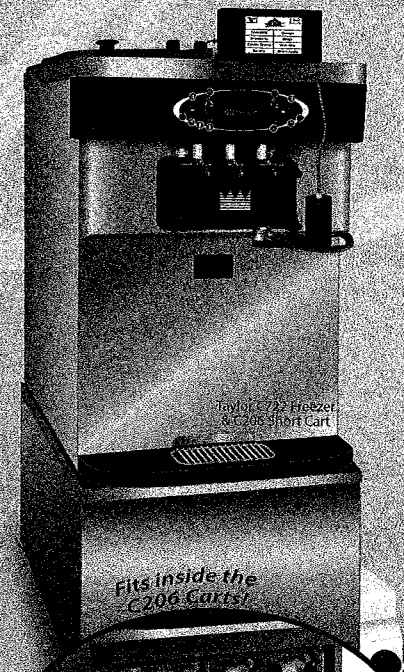
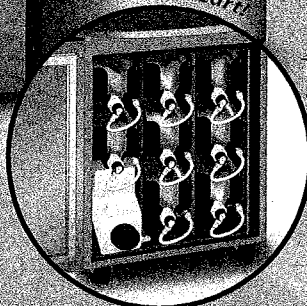
INJECTOR ASSEMBLY

- Delivers flavors directly to the spout
- Easy to install / remove for cleaning
- Fully detachable drive motor
- Adapter kits available for a variety of freezer models
- Direct sanitizer line that allows for easy cleaning between servings
- Dimensions: 11.5 x 6 x 2 in. (292 x 153 x 51 mm)



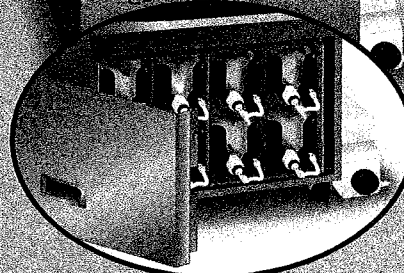
TS 80SS-INT

- Integrated 8-flavor cabinet designed to fit within the Taylor C201 mobile cart (Taylor C201 cart sold separately)
- 2-gallon internal sanitizer tank



TS 80SS-DLX

- Shorter, wider 8-flavor stand-alone cabinet with lift front door
- 2-gallon internal sanitizer tank



TS 80SS

- Standard 8-flavor stand-alone cabinet
- Large 2-gallon external sanitizer tank

TS 40SS-JR

- 4-flavor mini cabinet
- 2-gallon external sanitizer tank
- Designed to fit in small cabinets and spaces

TS 80SS-INT-2S

- Integrated 8-flavor cabinet designed to fit within the Taylor C206 mobile carts (Taylor C206 carts sold separately)
- 2-gallon external sanitizer tank

MODEL	CABINET <i>width x height x depth</i>	SANITIZER TANK <i>width x height x depth</i>	BOXED DIMENSIONS <i>width x height x depth total cubic</i>		BOXED WEIGHT	CRATED WEIGHT	ELECTRICAL	MIN. CIRCUIT AMP DRAW
TS 80SS	9.75 x 31.375 x 27.25 in 248 x 797 x 692 mm	8.25 x 24 x 8.25 in 210 x 610 x 210 mm	12 x 34.5 x 35 in 305 x 876 x 889 mm	3.39 cu. ft .10 cu. m	110 lbs 49.9 kg	143 lbs 64.9 kg	115v 50/60Hz 230v 50/60Hz	1 1/2
TS 80SS-DLX	17 x 22.75 x 28.125 in 432 x 578 x 714 mm	N/A inside cabinet	26.5 x 29.25 x 18.75 in 674 x 743 x 477 mm	8.41 cu. ft .24 cu. m	133 lbs 60.3 kg	166 lbs 75.3 kg	115v 50/60Hz 230v 50/60Hz	1 1/2
TS 80SS-INT (Taylor cart not included)	14.375 x 18.25 x 27.5 in 365 x 464 x 699 mm	N/A inside cabinet	26.5 x 29.25 x 18.75 in 674 x 743 x 477 mm	8.41 cu. ft .24 cu. m	100 lbs 43.4 kg	133 lbs 60.3 kg	115v 50/60Hz 230v 50/60Hz	1 1/2
TS 80SS-INT-2S (Taylor cart not included)	19.5 x 13.25 x 24.5 in 496 x 337 x 623 mm	6 x 7.5 x 19 in 152 x 191 x 483 mm	21.5 x 21.25 x 26.75 in 546 x 540 x 680 mm	7.07 cu. ft .20 cu. m	89 lbs 40.4 kg	122 lbs 55.3 kg	115v 50/60Hz 230v 50/60Hz	1 1/2
TS 40SS-JR (Taylor cart not included)	11.75 x 17.5 x 26.875 in 299 x 445 x 683 mm	6 x 7.5 x 19 in 152 x 191 x 483 mm	12 x 34.5 x 35 in 305 x 876 x 889 mm	3.39 cu. ft .10 cu. m	85 lbs 38.6 kg	118 lbs 53.6 kg	115v 50/60Hz 230v 50/60Hz	1 1/2

Flavor Burst SOFT SERVE

THE PRODUCT

ICE CREAM SUNDAE... IN A CONE!

- Offer up to 8 different flavors with one unit.
- Flavoring is striped on the outside as well as injected through the center of the soft serve for maximum flavor coverage.
- Specially formulated syrups gel on contact with the soft-serve without dripping.

ONE-STEP PROCESS

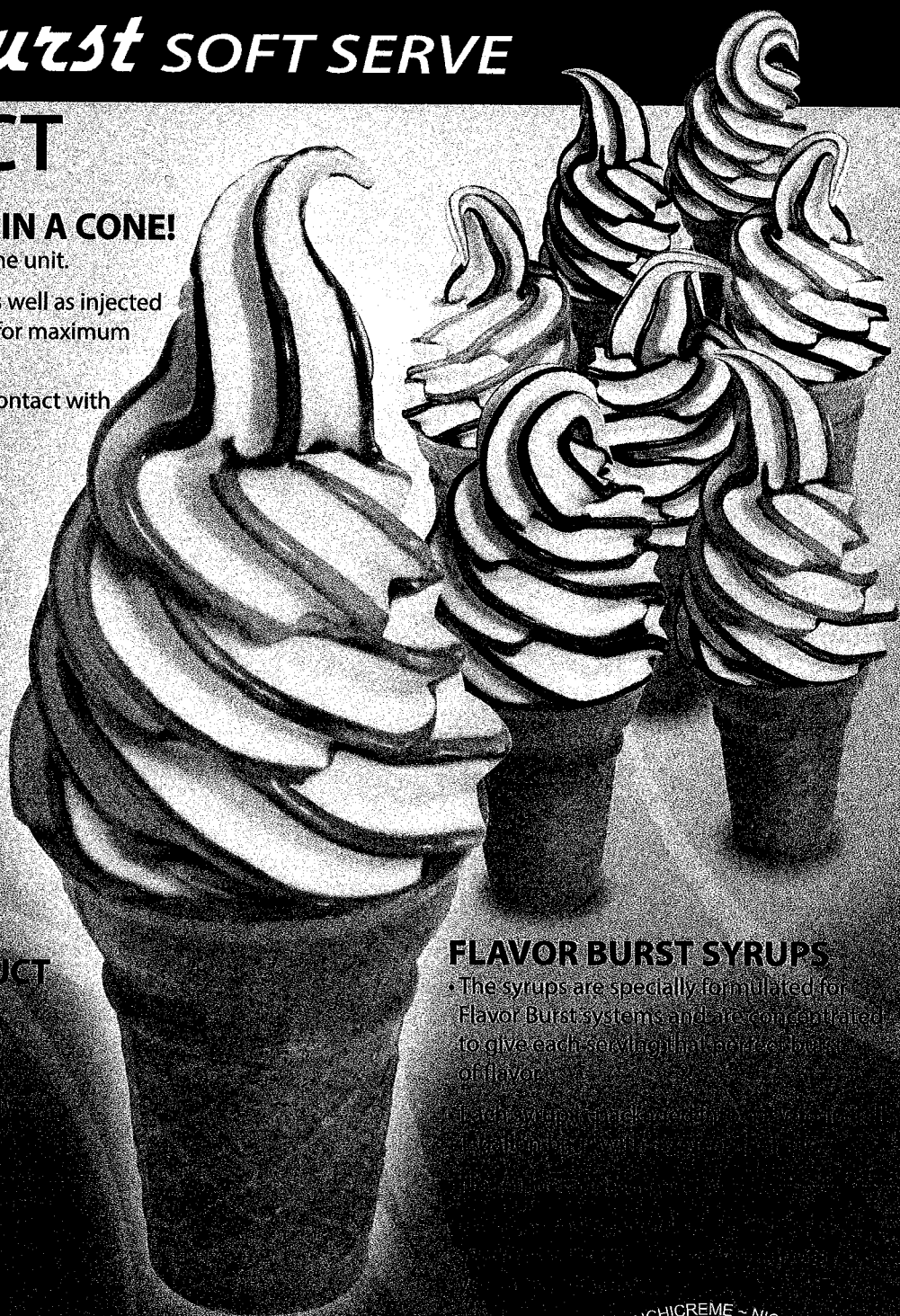
Simply select the flavor from the touchscreen menu, and you're ready to draw the serving! The soft serve is striped with flavor as it dispenses.

18 DELICIOUS FLAVORS

Includes classics like chocolate and vanilla, plus bold new flavors like blueberry, peach, bubblegum, and more. Flavor Burst syrups provide variety to keep your menu selection fun, flavorful and exciting.

ONE-FLAVORED PRODUCT

Flavor Burst soft serve is a one-flavor product. It is not a mix of flavors. The soft serve is flavored with a single flavor syrup. The soft serve is not a mix of flavors. The soft serve is not a mix of flavors.



FLAVOR BURST SYRUPS

- The syrups are specially formulated for Flavor Burst systems and are concentrated to give each serving that perfect burst of flavor.

Flavor Burst syrups are available in a variety of sizes and quantities to meet your needs.



For pricing, availability, and ordering, please contact your local Taylor distributor. To find one near you, visit www.taylor-company.com

For other general questions or to learn about even more Flavor Burst flavoring systems, call 800-264-3528 or visit www.flavorburst.com.

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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: Brandon & Kristen Fmitts

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

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

Bounce House Rentals

Contact Person for this project:

Name: Kristen Fmitts

Organization:

Mailing address: PO Box 553
Arlington OR 97012

Position: co-owner

Telephone: 541-701-7063

E-mail: krisjroop@yahoo.com

Describe the Business briefly:

Bounce House Rentals

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)	<u>5,000</u>	
Non-Port of Arlington Funds	Other Grants or Loans		
Non-Port of Arlington Funds	Applicant's Investment - Required	<u>2,495⁰⁰</u>	
	Total Project		100%

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

How many new jobs do you expect this project to create? 1-2 jobs

Brandon & Kristen Fruitts
1370 Childers Rd, Arlington OR 97812
541-701-7063

Business Name: Just Jump LLC

- Executive Summary
- Our Products and Service
- Vision Statement
- Mission Statement
- Business Structure

Executive Summary

Just Jump is a bounce house rental business that will be located in Arlington OR and will serve Gilliam County and surrounding areas. We are in the business to give children a fun-filled activity in our small communities at a reasonable cost.

Our Products and Service

Just Jump LLC would be part of the Bounce House Rental Industry that is very focused on providing very good quality products and service to its customers. We would be particularly interested in providing children with entertainment, as well as providing Gilliam County and surrounding areas recreational activities locally for any event. The following are the products and service that we will be focused on offering our communities.

- Bouncy Castle
- Tropical Wet and Dry Slide
- 3 in 1 Obstacle course
- Delivery and pick-up
- Setup and take down
- Supervisor for Jumpers
- Events

Vision Statement

Our vision for establishing this bounce house rental business is to have a local business primarily for children and affordable for parents, as well as fulfilling our part by encouraging our communities to engage their children to be involved in local and fun activities.

Mission Statement

Our mission is by establishing this local business we will help play a part in making sure that the children of Arlington and surrounding areas are the happiest children around. We believe this will provide quality recreational options and we want to make sure we are part of a movement of creating awareness for families and event coordinators to engage in physical activities.

Business Structure

It is our vision to grow a bounce house rental business that will provide accessible and affordable entertainment and recreation for the children in Gilliam County and surrounding areas.

We are quite aware that it will take a good business structure to be able to fully accomplish this vision. This is why we will make sure that we are dedicated, hard working and available.

The following roles in our business will be

- CEO/Owner ~ Brandon Fruitts
- Accountant/Cashier ~ Kristen Fruitts
- Customer Care Employees ~ As Needed

Start Up Plan

With the funds we receive from the Small Business Assistance Program we will purchase our first Bounce Houses, create a logo and advertise on social media. Our long term goal is to put a portion of profit back into the business to purchase more Bounce Houses and expand our inventory which will allow us to further serve our communities.

Start-up Costs

- Bounce house package \$7,295, includes 3 bounce houses & accessories
- Logo \$200
- Insurance (waiting on quote)
- Inclosed Trailer (Owner owned)

Port Manager/ Economic Development Report September 10, 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.

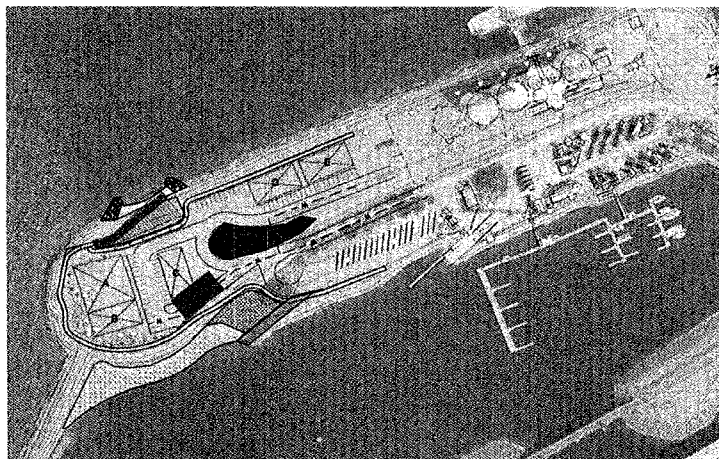
Administration

Solutions, CPA made their annual visit to the Port of Arlington to conduct an audit of the Port's 2018-2019 fiscal year books. The accountants issued a preliminary report, with the final report to be submitted to the Port's Commissioner's later in the year. Kelly Margheim did an outstanding job of preparing the books and readying the various supporting documents for their review, making everybody's job a lot easier.

Island Park and Marina

The Port will be seeking a Capital Grant from the Gilliam County Court to extend the water and sewer line for service to building development on the west end of Island Park. There are very few waterfront properties not owned by the US Army Corps on the Columbia River. The Port's Island Park property in Arlington is one of the rare river access points. Over the past 10 years the Port has installed many projects to improve the usability of the Marina and Island Park.

How will the development of Island Park look? The Port along with its engineers and designers have worked on a conceptual design that started prior to the installation of the River Access project for the wind surfing community – A-Town Launch. The conceptual drawing looks like this:



Conceptual Development for Island Park

What types of industrial will be attracted to this site? Brewers, Coffee Roaster, Distillers, Surf Board Shapers, and Boat Storage buildings are several industries that can fit nicely into the current light industrial zone of the site.

Buildings to accommodate the site can be steel building, modern industrial, or creative industrial. The Steel building would have a similar appearance as the Port's new Flex Building and the Gronquist Building could be considered a modern industrial facility. Now the creative industrial look could provide Island Park a very cool industrial vibe and re-use industrial materials – shipping containers. Here is what is possible:



Brewery and Coffee Roasters and their tasting room made from shipping containers.

Wet and Wild jet ski rentals have started their small business. The company provides hourly, ½ day and daily jet ski rentals. Rates are reasonable. Their jet skies are awesome and super fun to take out on the river. Please call for more information 541.620.2498 or 541.571.6266. wetwildrentals@gmail.com

Railroad Avenue

The planning hearing scheduled for the Railroad Avenue Depot project was postponed until September 10th due to lack of quorum. As soon as Planning formally approves the project the build

Willow Creek

The I-84 overlay project is on hiatus during the busy summer traffic season and will commence in October. The rock needed for the project has been crushed and stock piled. W-I has moved their crusher back into service.

Up Coming Dates:

September 2 – Labor Day, Port offices closed

September 4 – Arlington City Council, 6:30 p.m.

September 10 – Port Board of Commissioners Meeting, Arlington, 5 p.m.

Arlington City Planning Commission meeting, 6:00 p.m. Arlington City Hall

September 17 – Lower John Day Placed Based Planning Meeting, 10:00 a.m.

September 25 – Gilliam County Capital Grant is due, 5:00 p.m.

Kelly Margheim

From: peter.mitchell@portofarlington.com
Sent: Wednesday, August 28, 2019 9:14 AM
To: Brad Baird
Cc: 'Kelly Margheim'; ronwilsoncustomleather@gmail.com; Dewey Kennedy
Subject: Bathroom Replacement project.
Attachments: malibu_dwgs.pdf; Denali 3 section insulated with shower and 4 restrooms X__Precast Eng_Sales_15 PROPOSAL_15-043P Model (1).pdf; Randy overlay buildings.png; Brewery and Coffee Shops.pdf

Brad,

Congratulations on a good bid opening today. I am pleased to have assisted the City in acquiring this grant – it was supposed to be for paving the runway but the sidewalk project is a great alternative. With the bid coming in as it did, it is nice you will have extra funds remaining. If you need more sidewalk footage, the Port has a project at the Port ready to go - paving the sidewalk (or concrete) from Railroad track stairs to the boat ramp.

Regarding the Bathroom replacement project –

As we discussed, attached is the “Malibu” package. This Malibu model is the one we like for the restroom, with the exception that we need to add a shower section to the units. Malibu has the “concession space” we need for marina and ground maintenance storage and equipment. The Denali model shows the showers.

I added the Denali model attachment just to show what an insulated package looks like and the shower unit. This will allow the Port to have restrooms open year around. Currently we shut them down in the winter. The shower doors can be open to east and west with the bathroom doors opening on the north. My understanding is the company has a packaged price for these units so we can source them directly (without bid). The Bathroom project grants will be due first part of 2020, but it always helps to run our final design concepts by the Marine Board for prior design approval prior to grant submittal. The permitting with Corps will take awhile too so I would like to submit these as soon as we have site plan drawings The Port, Marine Board, and Engineers can all agree on.

Regarding the Water and Sewer Extension Project –

The water and sewer extension a separate project we can run concurrently with the bathroom project. I will be applying to the County capital grant. The grant opens September 3rd and is due September 25th. If you could provide me with an updated cost estimate including your services, I would greatly appreciate it. The approximate extension route is on the Island Park overlay you helped us develop. You can see the proposed water and sewer lines extensions in the Overlay*.Png file above. What are your thoughts on upgrade/update pumping station? Should we replace the pumps and electrical panels? Is the tank large enough to service the entire system? The W&S extension could be phased by extending the water line in a straight shot to approximately the corner of the “B” building. The water line “T” to D & E buildings can be installed in the first phase with a shut off valve without installing the pipe to the proposed building site.

I close with some of the latest layout and buildout thoughts from a Kite surfer and business owner from Hood River, Randy Orzeck. Randy’s comments pertain to the “Randy Overlay buildings” drawings file attached. The “Brewery” file start to help the community see a vision of how a development could occur. These are some of potential kinds of business that could work at this location – Brewery, coffee roaster, surf board shaper, etc. that can locate here once we have water and sewer.

Hey Peter,

Im headed out the door but wanted to toss out my first impressions. They usually are the best.

First: I would definitely turn building C 90 degrees and move it to the South and double down on parking where it was. I don't think you want to close off the recreational area visually, nor do you want to take away from parking near the launch. I also think moving C back with its back to the Inlet makes it way more desirable than a building with its 2 long sides looking at cars.

Second: Im not sure you meant to do it but if you did, this is what Ive envisioned since we talked. That is a beach, gravel is fine extending from the grass "kite launch" up to the jetty. You now have a beach where the action is and typically thats where people want to be. Your back in town is epic, but this would be as well.

Third: And Im sure you will, paving the truck route all the way to the silo. Dust is no bueno!!! Id even go so far as to consider a nice landscape strip.

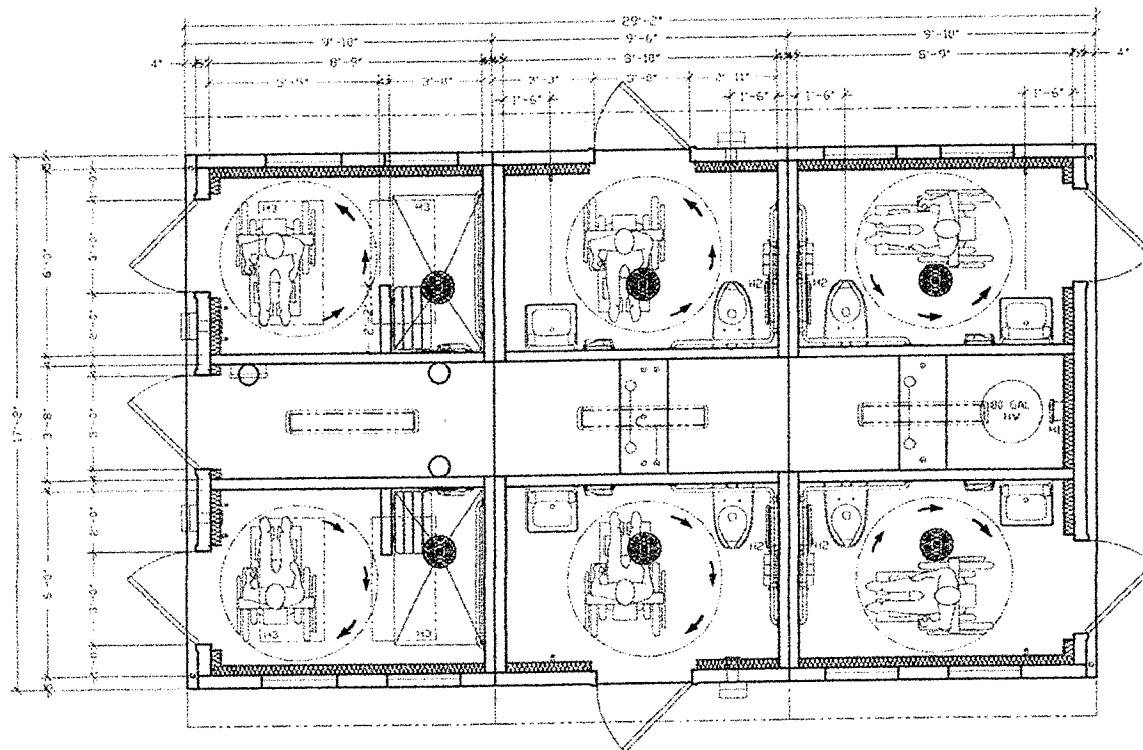
Fourth: Id move D & E as far East as you think you could without taking away further expansion of the silos, if thats you're worry. With your goal to attract wind junkies Im afraid you may be taking away to much parking.

Ive also attached a few random picks of containers used for commercial development. I really think that if done right it could be an architectural attraction from the highway vs standard steel buildings, its a great environmental statement, a la re-purpose, and its relevant to the location on the river used for shipping. They are also cost effective and you could even cut them 2 high for a wind blocked area too hang out, drink a beer, watch the action, etc.

Id say that was my two cents, but its really more like a buck twenty five. :)

Peter Mitchell, Port Manager/ Economic Development Officer
Port of Arlington
PO Box 279
Arlington, Oregon
www.PortofArlington.com
541-454-2868 (office)

Denali



3808 N. Sullivan Blvd. #7 Spokane, WA 99216

CXT
Precast Products

201 N. Highway 77 Midland, TX 79705

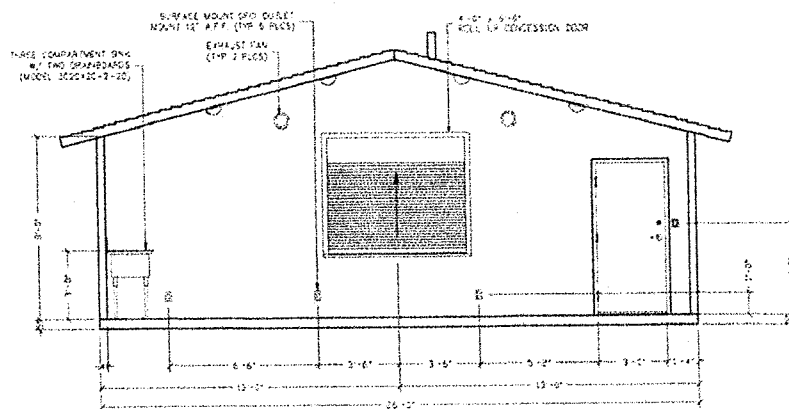
DENALI SECTIONAL
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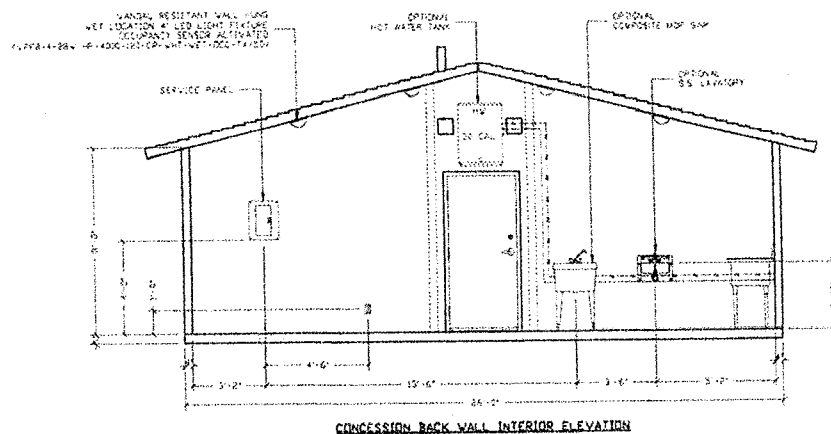
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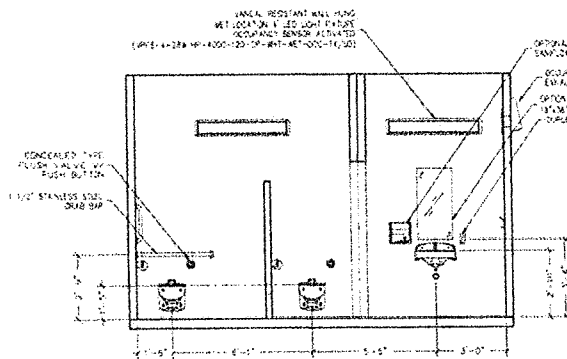
FLOOR PLAN

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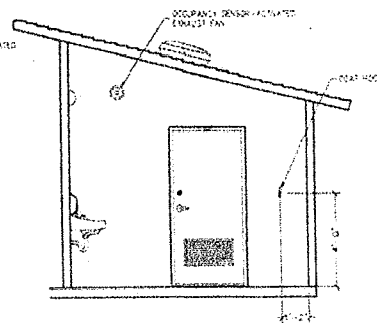


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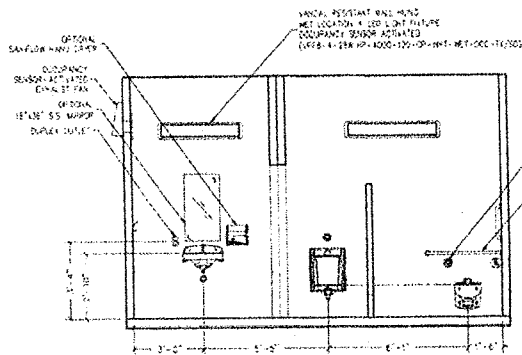




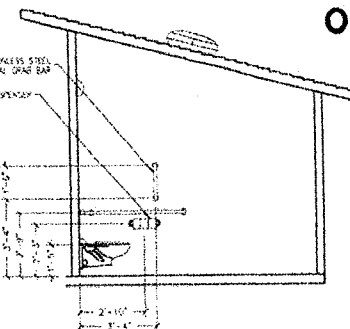
INTERIOR ELEVATION - WOMEN'S RESTROOM



INTERIOR ELEVATION - WOMEN'S RESTROOM
MENS OPPOSITE HAND



INTERIOR ELEVATION - MEN'S RESTROOM



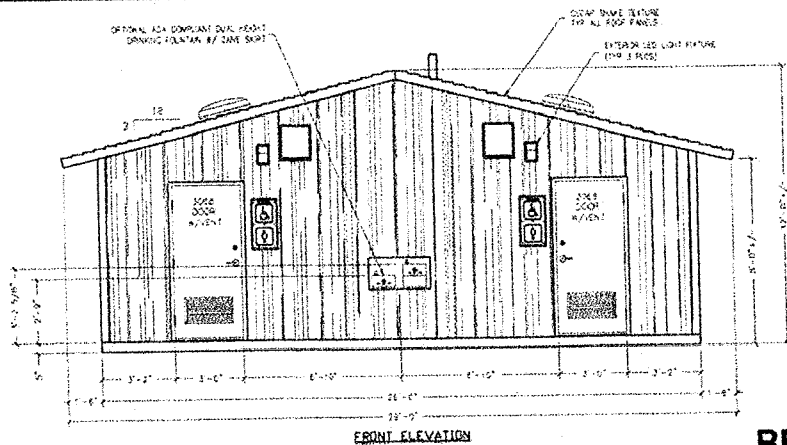
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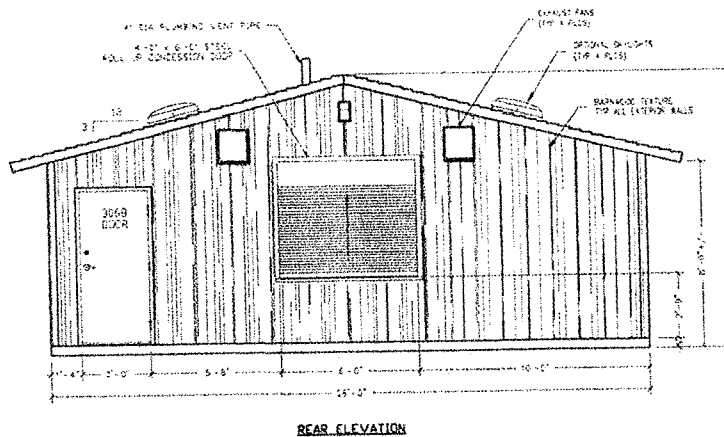
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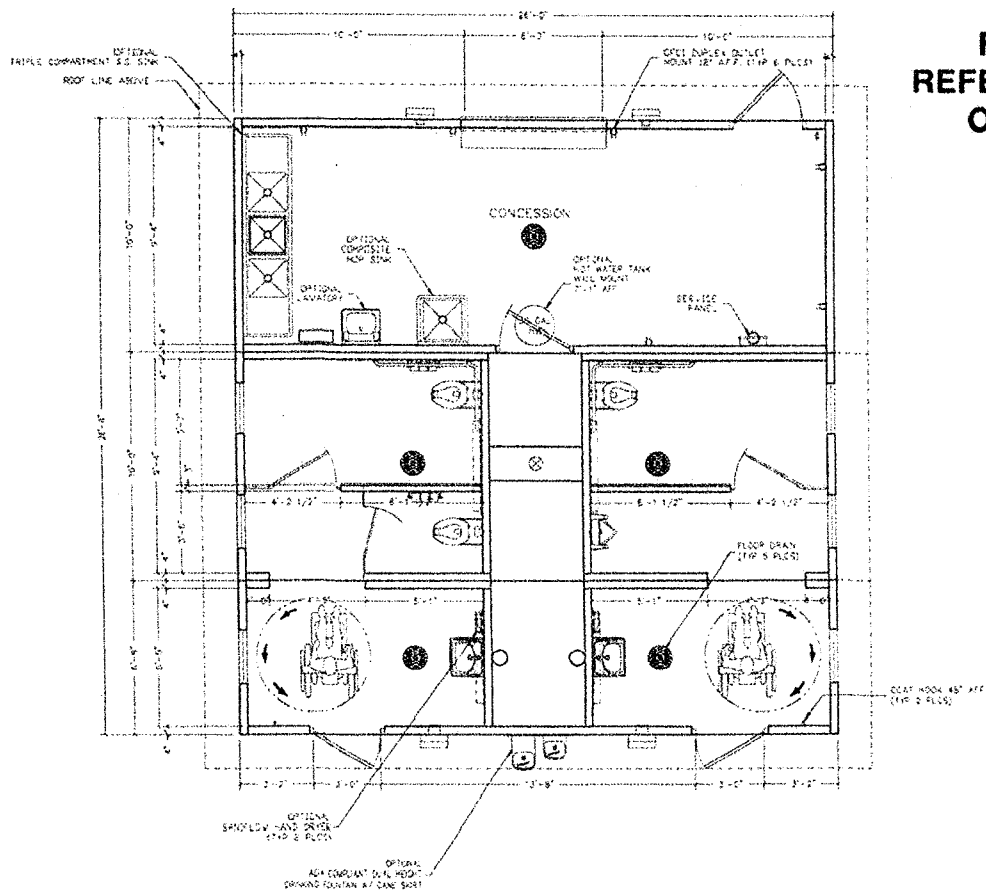
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MB-D4

Malibu



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Page 1 of 1

NAME:
ONE SIGNATURE REQUIRED

42-58861-100

the person enclosing them is properly, are the
entire papers of Sir Christopher. The enclosure
may be sent to the proper person for the proper
purpose. Enclosure is in the same way.

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1. The first step is to identify the problem or goal. This involves understanding the current situation and what needs to be achieved.

1. I have read and understand the above statement and agree to the terms and conditions of the above statement.

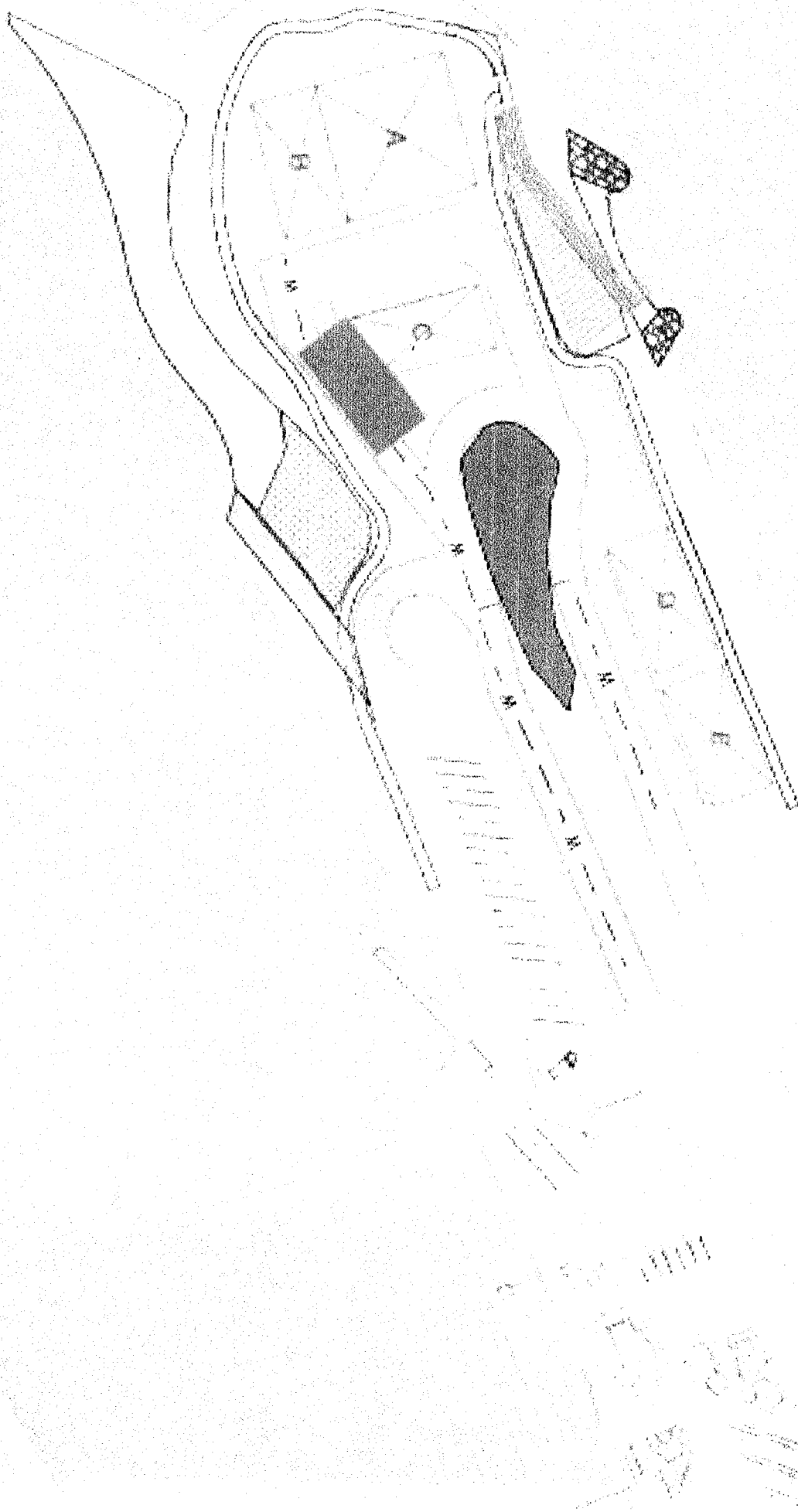
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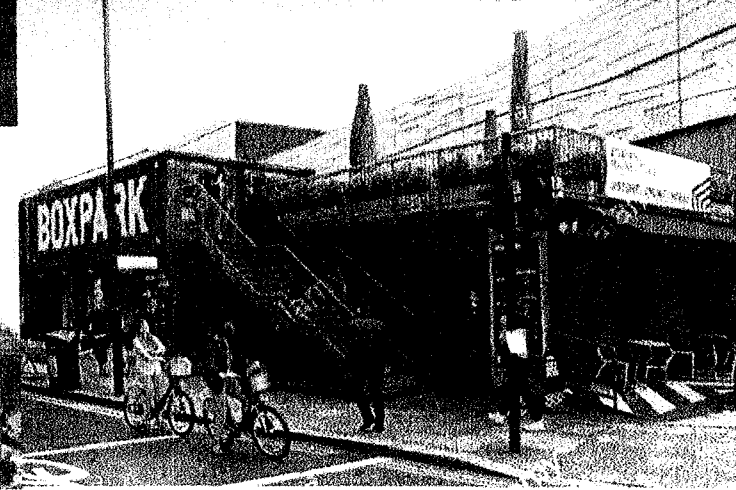
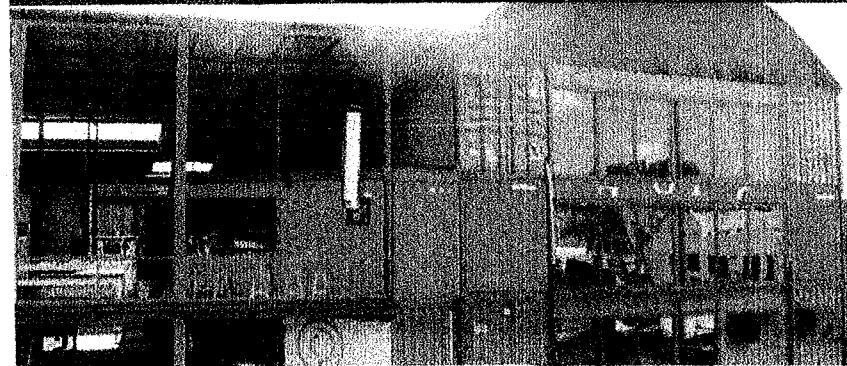
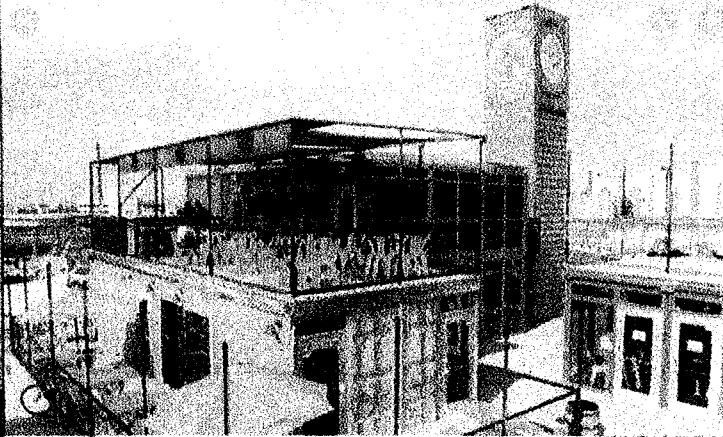
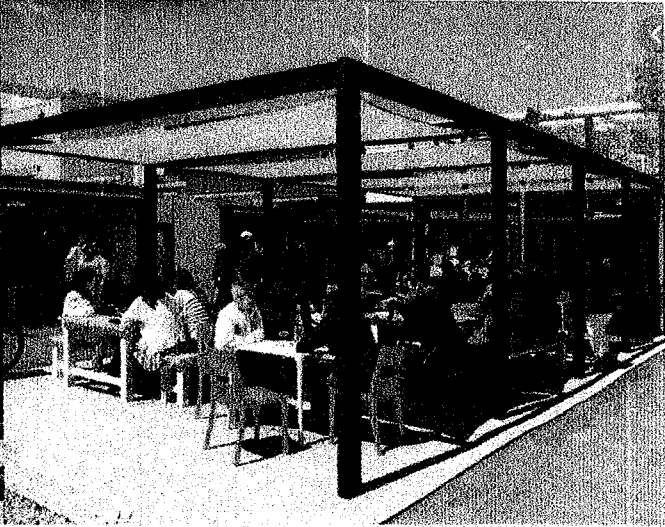
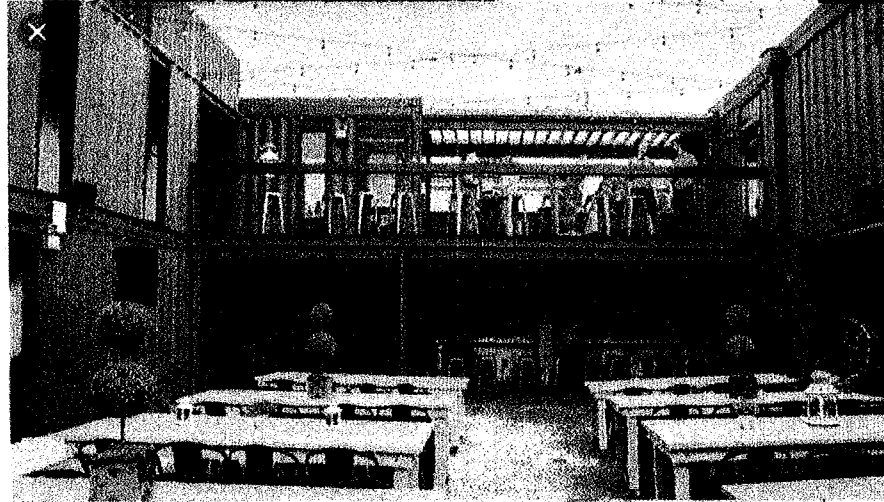
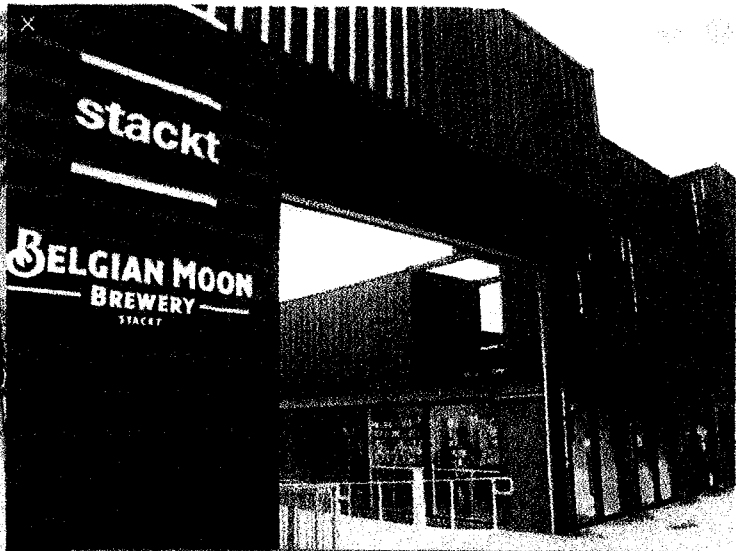
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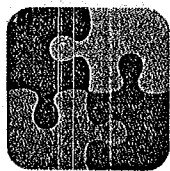
FLOOR PLAN

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MB-03







Solutions

Certified Public Accountants, PC

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

Robert M. Armstrong, CPA

FINANCIAL STATEMENT PREPARATION ENGAGEMENT LETTER

July 20, 2019

Board of Commissioners
Port of Arlington
Arlington, Oregon

The Objective and Scope of the Preparation of the Financial Statements

You have requested that we prepare the financial statements of Port of Arlington, (the Port), which comprise the entity-wide and fund statements as of June 30, 2019 and for the year then ended, the related notes to the financial statements, and required supplementary information. The financial statements will also include other supplementary information comprised of combining statements and other schedules, which will be presented for purposes of additional analysis and are a required part of the financial statements.

We are pleased to confirm our acceptance and our understanding of this engagement to prepare the financial statements of the Port by means of this letter.

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with the modified cash basis of accounting as described in Note 1 in the financial statements. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or identify or disclose any wrongdoing within the Port or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with the modified cash basis of accounting. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1. The selection of the modified cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and

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info@solutionscpas.com

3. The prevention and detection of fraud;
4. To ensure that the Port complies with the laws and regulations applicable to its activities;
5. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements; and
6. To provide us with:
 - a. Documentation and other related information that is relevant to the preparation and presentation of the financial statements;
 - b. Additional information that may be requested for the purpose of the preparation of the financial statements; and
 - c. Unrestricted access to persons within the Port with whom we determine it necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Because Solutions will rely on the Port and its management and the Board of Commissioners to discharge the foregoing responsibilities, the Port holds harmless and releases Solutions and its partners and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the Port's management that has caused, in any respect, Solutions' breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

Records and Assistance

If circumstances relating to the conditions of your records were to arise during the course of our work which in our professional judgment prevent us from completing the engagement, we will notify you promptly. In such a situation, we retain the unilateral right to take any course of action permitted by professional standards, including withdrawal from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Port's books and records. The Port will determine that all such data, if necessary, will be so reflected. Accordingly, the Port will not expect us to maintain copies of such records in our possession.

If, in connection with our preparation, you request us to perform accounting services necessary for the preparation of the financial statements (such as maintaining depreciation schedules, reviewing journal entries, etc.), you agree to designate an appropriate individual to oversee the services, make all management decisions involved in those services, evaluate the adequacy and results of the services, and accept responsibility for the results of the services.

Fees, Costs, and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from Port personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Billings are due upon submission, which will be included with the delivery of the final report. Our fees for the services described in this letter are not expected to exceed \$1,200.

In the event we are requested or authorized by the Port or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Port, the Port will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The Port agrees that it will not make reference to us in any public or private securities or debt offering.

Claim Resolution

The Port and Solutions agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than the earlier of two years after the date of this arrangement letter. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. Solutions' liability for all claims, damages and costs of the Port arising from this engagement is limited to the amount of fees paid by the Port to Solutions for the services rendered under this arrangement letter.

Information Security - Miscellaneous Terms

Solutions is committed to the safe and confidential treatment of the Port's proprietary information. Solutions is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The Port agrees that it will not provide Solutions with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the Port's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Our Agreement

This letter constitutes the complete and exclusive statement of agreement between Solutions and the Port, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

Signatures

Please sign and return a copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein and our respective responsibilities.

Sincerely,

Solutions, CPAs PC

Solutions, CPAs PC
John Day, Oregon

This letter correctly sets forth the understanding of the Port.

By: _____

Title: _____ President _____

Date: _____