



100 Port Island Road  
Arlington, OR  
541-454-2868  
Portofarlington.com

## **Regular Commission Meeting**

### **AGENDA**

**5:00 pm**

**Tuesday, February 13, 2018**

**Meeting Location:**

**Port Office**

**Arlington, Oregon**

- 1. Call meeting to order**
- 2. Public Comment on non-agenda items**
- 3. Consent Agenda:**
  - Approval of January 9<sup>th</sup> and January 23<sup>rd</sup> , 2018 Commission meeting minutes
  - Approval of January 2018 payables
- 4. Chairman's Report –**
- 5. Commissioner's Reports -**
- 6. Economic Development –**
  - 6.1 Small Business Assistance
    - 6.1.1 Nicole Rees LuLaRoe Quarterly Report
    - 6.1.2 Countryside Dispatch Inc. Grant Request
  - 6.2 Woolery Group Temporary Permit Request
  - 6.3 Irrigation Project – Kip Krebs
  - 6.4 EDO Report
    - 6.4.1 Flex Building Project
- 7. Administration**

Resolution 2018-139 Approving a Supplemental Budget, Making and Transferring Appropriations.

### **Upcoming Meetings:**

#### **Regular Commission Meeting on Tuesday, March 13, 2018 Port of Arlington Office**

*This meeting is conducted in a handicapped accessible room*

Posted: Tuesday, February 6, 2018: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington; Condon Times-Journal; Arlington City Hall; Port Office and Website

**MINUTES**  
**Port Commission Meeting**  
**Port of Arlington**  
**January 9, 2018**  
**5 p.m.**  
**Gilliam County Courthouse**  
**Condon, Oregon**

**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 Kennedy; Commissioner Hunking; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Advisory Committee Member, Don Williamson

**Absent:** Commissioner McGuire

**Audience:** Jeff Schott

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

**3. Consent Agenda:**

- Approval of December 12, 2017 Commission Meeting Minutes
  - Approval of December 2017 Payables and Financials
- Commissioner Kennedy moved to approve the consent agenda and Commissioner Ftizsimmons seconded. The motion carried 4-0.

**4. Chairman's Report:** Nothing to report

**5. Commissioner Reports:** None

**6. Economic Development:**

6.1 Flex Building-Jeff Schott told the Board the bid opening is tomorrow at 2:05 pm. Twelve contractors attended the mandatory pre-bid walk through. Schott said he expects three bids to be submitted.

6.2 Hangar Building Discussion-Nothing new to report until a clear definition of the term "Public Lands" is determined.

6.3 Update on Island Park Bathroom and Utilities Marine Board Grant – Port Manager Mitchell shared the Boards suggestions on the ADA parking next to the Bathroom with the Marine Board. Removal of the trees to create a sidewalk along the north side of the boat parking lot was discussed. The goal is to create good access and additional boat parking for future growth.

6.4 Capital Facility Plan – Review of draft plan prepared by EDO Mitchell. Each potential Capital Project was discussed. The Board would like to add "Irrigation Project" to the list. Commissioner Hunking moved to approve capital facility plan with addition. Commissioner Kennedy seconded. Motion carried 4-0.

Break for Dinner 6:10 pm – 6:35 pm

Meeting cont'd:

6.5 Consider approval of Alina Iofciu contract for A Town Throw Down Event – Ms. Iofciu is the same event planner as before. This year her fee is \$2530. The event is scheduled for June 8-10, 2018. Commissioner Hunking moved to approve the contract and Commissioner Kennedy seconded. Motion carried 4-0.

**7. Administration-**

Consider approval of 2016-2017 Audit and Financial Report Commissioner Kennedy moved to approve the 2016-17 Audit and Financial Report and Commissioner Hunking seconded. Motion carried 4-0.

Insitu Lease Extension- The Port Board wants Insitu to be responsible for the property taxes in new lease. The fourth year of the new six year lease would have an increase based upon the current CPI or 3% whichever is less. Consensus of the Board is to present this proposed lease extension to Insitu for their review.

Harbor Maintenance Trust Fund Letter – Consensus of the Board was in favor of being a signatory on the letter.

Meeting adjourned 6:55 pm

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President Ron Wilson

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V.P. Dewey Kennedy

**MINUTES**  
**Port Commission Meeting**  
**Port of Arlington**  
**January 23, 2018**  
**5 p.m.**  
**Port of Arlington Office and**  
**Gilliam County Courthouse**  
**Condon, Oregon**  
**(Split Locations via telephone)**

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 Kennedy; Commissioner Hunking; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball;

**Absent:** None

**Audience:** Jeff Schott

2. **Flex Building Project**

2.1 Bid Results – EDO Mitchell reviewed the bid results with the Board. He told the Board that Rotschy Inc. is the qualified low bidder.

2.2 Funding Options – EDO Mitchell reviewed the three funding options with the Board. Following discussion, Commissioner Hunking moved to approve Option 2. Commissioner Fitzsimmons seconded. Motion carried 4 to 1 with Commissioner Kennedy no. President Wilson directed Staff to prepare the supplemental budget for approval by Resolution at the next Board meeting.

2.3 Consider Issuing Intent to Award- Commissioner Hunking moved to approve the Notice of Intent to Award to Rotschy Inc. for the lump sum bid of \$795,815.07 plus Alternate #1 for additional paving of \$28,800. Contingent upon no appeal within 7 days, the contract will be awarded to Rotschy Inc. Commissioner Kennedy seconded. Motion carried 5-0.

Meeting was adjourned at 5:31 p.m.

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President Ron Wilson

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V.P. Dewey Kennedy

**Port of Arlington  
Regular Monthly Commission Meeting  
Tuesday, February 13, 2018  
JANUARY 2018 PAYABLES**

**Resources:**

Deposits and Credits through 1/31/2018 (see attached detail)

**Total Deposits and Credits– All Accounts                      \$ 23,438.46**

**Expenses:**

Checks Written: 8574 through 8596  
Includes Direct Deposit Payroll And Electronic Fund Transfers (See attached Check Detail)

**Total Expenses and Transfers– All Accounts                      (\$32,109.38)**

**Bank Balance Information:**

Ending Balance as of 1/31/18: Bank of Eastern Oregon Checking: \$ 152,760.63  
Bank of E. Oregon Reserve Fund: \$ 41,120.95  
Bank of E. Oregon Muni Market Fund: \$ 257,683.85  
LGIP: (12/31/17) \$1,912,041.90

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Commission President Ron Wilson

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Vice President Dewey Kennedy

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**  
 YTD

	Jul '17 - Jun 18	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>GENERAL FUND RESOURCES</b>			
4000 · Carryover Balance	1,322,711.00	1,280,000.00	103.3%
4010 · Taxes-Current	96,807.77	100,000.00	96.8%
4011 · Taxes-Prior	1,495.19	400.00	373.8%
4020 · Interest - NOW Checking	33.05		
4021 · Interest - Best A/C	1,282.65		
4022 · Interest - LGIP A/C	14,342.67	10,000.00	143.4%
4030 · Land Rental	1,430.00	13,000.00	11.0%
4050 · Grain Elevator Lease Pymt	100,000.00	100,000.00	100.0%
4110 · Grants Income			
4111 · OSMB Grant	16,044.81		
4114 · Unanticipated Grant Funds	23,525.00	10,000.00	235.3%
4116 · Grant-Island Erosion Repair	0.00	0.00	0.0%
4120 · MAPS Grant	7,050.00	7,250.00	97.2%
<b>Total 4110 · Grants Income</b>	<b>46,619.81</b>	<b>17,250.00</b>	<b>270.3%</b>
4210 · Marina Revenue	4,180.00	5,000.00	83.6%
4211 · RV Park Revenues			
4211-4 · RV Park Dry Camp	954.00		
4211-3 · RV Park Daily Rent	4,480.00		
4211-2 · RV Park Weekly Rent	2,500.00		
4211-1 · RV Park Monthly Rent	19,555.00		
4212 · RV Park fee Refund	-500.00		
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
<b>Total 4211 · RV Park Revenues</b>	<b>26,989.00</b>	<b>40,000.00</b>	<b>67.5%</b>
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	6,484.89	5,000.00	129.7%
4213-1 · Diesel Sales	641.04	3,500.00	18.3%
<b>Total 4213 · Marina Fuel Revenue</b>	<b>7,125.93</b>	<b>8,500.00</b>	<b>83.8%</b>
4214 · Marina Power and Water Revenue	260.00	200.00	130.0%
4340 · Willow Creek Rock Sales	13,252.46	3,000.00	441.7%
4350 · Willow Creek Lease Revenue	5,000.00		
4400 · Donations/Gifts	0.00	100.00	0.0%
4450 · Willow Creek Reimbursement	0.00	0.00	0.0%
4500 · Miscellaneous Income	210.00	100.00	210.0%
<b>Total GENERAL FUND RESOURCES</b>	<b>1,641,739.53</b>	<b>1,577,550.00</b>	<b>104.1%</b>
<b>5000 · ECONOMIC DEVELOP FUND RESOURCES</b>			
5005 · Carryover (cash basis)	598,503.00	850,000.00	70.4%
5031 · Building Lease 11-002	53,200.00	91,200.00	58.3%
5032 · Building Lease 11-004	16,750.00	27,000.00	62.0%
5113 · Grants - Gilliam County	250,000.00	250,000.00	100.0%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5115 · Telecom Infrastr Creation Grant	0.00	0.00	0.0%
5116 · Grants - Other	7,286.00	6,000.00	121.4%
5130 · SIP Funds	25,547.19	25,000.00	102.2%
5500 · Ag Lab Revenues	0.00	0.00	0.0%
5600 · Transfer from General Fund	200,000.00	200,000.00	100.0%
<b>Total 5000 · ECONOMIC DEVELOP FUND RESOUR...</b>	<b>1,151,286.19</b>	<b>1,450,200.00</b>	<b>79.4%</b>
<b>RESERVE FUND RESOURCES</b>			
9001 · Transfer from General Fund	10,000.00	10,000.00	100.0%
9002 · Interest Earned Reserve Fund	327.41	225.00	145.5%
9000 · Reserve Fund Beginning Balance	30,793.00	30,700.00	100.3%
<b>Total RESERVE FUND RESOURCES</b>	<b>41,120.41</b>	<b>40,925.00</b>	<b>100.5%</b>
<b>Total Income</b>	<b>2,834,146.13</b>	<b>3,068,675.00</b>	<b>92.4%</b>
<b>Expense</b>			
6560 · Payroll Expenses	0.00		

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**

YTD

	Jul '17 - Jun 18	Budget	% of Budget
<b>GENERAL FUND EXPENSES</b>			
<b>ADMINISTRATION EXPENSES</b>			
<b>6000 · Personal Services - AD</b>			
6008 · Port Manager	12,370.10	21,120.00	58.6%
6009 · Administrative Assistant	20,103.97	43,040.00	46.7%
6011 · Payroll Taxes - Staff	2,513.22	4,600.00	54.6%
6012 · Training	0.00	200.00	0.0%
6013 · Workmens Compensation	169.74	230.00	73.8%
6015 · Employee Benefits Insurance	6,899.85	14,000.00	49.3%
6016 · Employee Benefits Retirement	3,896.88	7,800.00	50.0%
<b>Total 6000 · Personal Services - AD</b>	<b>45,953.76</b>	<b>90,990.00</b>	<b>50.5%</b>
<b>6100 · Materials and Services - AD</b>			
6111 · Utilities	1,365.90	3,000.00	45.5%
6112 · Office Supplies and Equipment	1,548.47	3,000.00	51.6%
6113 · Legal Fees	2,712.50	8,000.00	33.9%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	882.68	1,500.00	58.8%
6115 · Dues, Subscriptions, Fees - Other	2,112.19	2,000.00	105.6%
<b>Total 6115 · Dues, Subscriptions, Fees</b>	<b>2,994.87</b>	<b>3,500.00</b>	<b>85.6%</b>
6116 · Audit, Budget, Legal Notices	6,650.00	8,000.00	83.1%
6117 · Telephone and Internet Srv.	1,262.54	2,000.00	63.1%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	1,525.12	2,500.00	61.0%
6120 · Medi/SS for Commissioners	80.33	300.00	26.8%
6121 · Donations	425.00	1,000.00	42.5%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	0.00	200.00	0.0%
6124 · Consultant Services	0.00	2,000.00	0.0%
6126 · Contingency	0.00	80,260.00	0.0%
6127 · Commissioner Conference & Trave	769.51	3,000.00	25.7%
6128 · Staff Travel/Food/Lodging	77.56	500.00	15.5%
6129 · Postage	236.56	500.00	47.3%
<b>Total 6100 · Materials and Services - AD</b>	<b>19,648.36</b>	<b>120,510.00</b>	<b>16.3%</b>
6170 · Transfers Out of General Fund	210,000.00	210,000.00	100.0%
<b>Total ADMINISTRATION EXPENSES</b>	<b>275,602.12</b>	<b>421,500.00</b>	<b>65.4%</b>
<b>ISLAND PARK</b>			
<b>6600 · Personal Services</b>			
6610 · Maintenance Person	5,502.15	11,250.00	48.9%
6611 · Payroll Taxes	431.27	750.00	57.5%
6612 · Worker's Comp Insurance	377.45	500.00	75.5%
<b>Total 6600 · Personal Services</b>	<b>6,310.87</b>	<b>12,500.00</b>	<b>50.5%</b>
<b>6620 · Materials &amp; Services</b>			
6621 · Water Fees	727.50	1,200.00	60.6%
6622 · Sanitation	510.82	1,000.00	51.1%
6623 · Comfort Station Supplies	0.00	1,800.00	0.0%
6624 · Park Electricity	413.90	1,500.00	27.6%
6625 · Pest Control / Chem & Fert.	0.00	150.00	0.0%
6626 · Insurance	0.00	2,000.00	0.0%
6627 · Park Maintenance & Supplies	2,027.48	2,800.00	72.4%
6628 · Miscellaneous	0.00	100.00	0.0%
<b>Total 6620 · Materials &amp; Services</b>	<b>3,679.70</b>	<b>10,550.00</b>	<b>34.9%</b>

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**

YTD

	Jul '17 - Jun 18	Budget	% of Budget
<b>6630 · Capital Outlay</b>			
6635 · Grant Match Isl.Erosion Repair	0.00	10,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	10,000.00	0.0%
6631 · Park Improvements	0.00	100,000.00	0.0%
6632 · Engineering & Surveying	0.00	10,000.00	0.0%
<b>Total 6630 · Capital Outlay</b>	<b>0.00</b>	<b>130,000.00</b>	<b>0.0%</b>
<b>Total ISLAND PARK</b>	<b>9,990.57</b>	<b>153,050.00</b>	<b>6.5%</b>
<b>MARINA</b>			
<b>6700 · Personal Services</b>			
6710 · Maintenance Person	610.92	3,400.00	18.0%
6711 · Payroll Taxes	47.52	150.00	31.7%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
<b>Total 6700 · Personal Services</b>	<b>708.44</b>	<b>3,600.00</b>	<b>19.7%</b>
<b>6720 · Materials &amp; Services</b>			
6721 · Marina Electricity	1,413.33	2,500.00	56.5%
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	4,409.50	2,500.00	176.4%
6725 · Miscellaneous	0.00	500.00	0.0%
6727 · Marina Fuel			
6727-2 · Marina Diesel	0.00	3,000.00	0.0%
6727-1 · Marina Gas	4,418.44	9,000.00	49.1%
<b>Total 6727 · Marina Fuel</b>	<b>4,418.44</b>	<b>12,000.00</b>	<b>36.8%</b>
<b>Total 6720 · Materials &amp; Services</b>	<b>10,241.27</b>	<b>22,000.00</b>	<b>46.6%</b>
<b>Total MARINA</b>	<b>10,949.71</b>	<b>25,600.00</b>	<b>42.8%</b>
<b>RV PARK EXPENSES</b>			
<b>6300 · Personal Services - RV</b>			
6310 · Maintenance Person - RV	516.36	2,200.00	23.5%
6311 · Payroll Taxes, Maintenance - RV	47.52	200.00	23.8%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
6300 · Personal Services - RV - Other	94.56		
<b>Total 6300 · Personal Services - RV</b>	<b>858.44</b>	<b>2,600.00</b>	<b>33.0%</b>
<b>6320 · Materials &amp; Services - RV</b>			
6321 · Water Fees - RV	2,253.00	4,000.00	56.3%
6322 · Sanitation - RV	681.00	1,400.00	48.6%
6323 · Electricity - RV Park	4,468.39	7,500.00	59.6%
6324 · Telephone - RV	359.60	600.00	59.9%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	106.94	1,000.00	10.7%
6327 · Insurance - RV	0.00	1,000.00	0.0%
6328 · Misc. - RV	0.00	500.00	0.0%
6329 · Sewer	2,635.20	3,500.00	75.3%
<b>Total 6320 · Materials &amp; Services - RV</b>	<b>10,504.13</b>	<b>20,000.00</b>	<b>52.5%</b>
<b>6340 · Capital Outlay - RV</b>			
6341 · RV Park Const Improv	0.00	4,800.00	0.0%
<b>Total 6340 · Capital Outlay - RV</b>	<b>0.00</b>	<b>4,800.00</b>	<b>0.0%</b>
<b>Total RV PARK EXPENSES</b>	<b>11,362.57</b>	<b>27,400.00</b>	<b>41.5%</b>



**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**

YTD

	Jul '17 - Jun 18	Budget	% of Budget
<b>WILLOW CREEK QUARRY</b>			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,115.24	1,200.00	92.9%
6524 · Travel	0.00	100.00	0.0%
<b>Total 6520 · Materials &amp; Services - WQ</b>	<b>1,115.24</b>	<b>1,300.00</b>	<b>85.8%</b>
6540 · Capital Outlay - WQ	0.00	948,700.00	0.0%
<b>Total WILLOW CREEK QUARRY</b>	<b>1,115.24</b>	<b>950,000.00</b>	<b>0.1%</b>
<b>Total GENERAL FUND EXPENSES</b>	<b>309,020.21</b>	<b>1,577,550.00</b>	<b>19.6%</b>
<b>8400 · ECON.DEVELOP.FUND EXPENSES</b>			
<b>PERSONNEL SERVICES</b>			
8410 · Officer	37,110.44	64,000.00	58.0%
8410-1 · Admin. Asst. 1/3	10,356.53	18,000.00	57.5%
8410-2 · Lab Technician	3,984.80	0.00	100.0%
8411 · Payroll Taxes	3,664.04	8,500.00	43.1%
8412 · Worker's Comp Ins.	150.00	300.00	50.0%
8413 · Employee Benefits - Insurance	18,344.10	29,000.00	63.3%
8414 · Employee Benefits - Retirement	5,696.06	12,000.00	47.5%
<b>Total PERSONNEL SERVICES</b>	<b>79,305.97</b>	<b>131,800.00</b>	<b>60.2%</b>
<b>MATERIALS AND SERVICES</b>			
8421 · Travel/Food/Lodging	2,608.92	8,000.00	32.6%
8422 · Training/Seminars/Conventions	0.00	5,000.00	0.0%
8423 · Legal Fees	0.00	1,000.00	0.0%
8424 · Office Supplies & Equipment	34.99	500.00	7.0%
8424-1 · Lab Supplies	0.00	0.00	0.0%
8424-2 · Outside Lab Services	0.00	0.00	0.0%
8424-3 · Consultant	0.00	4,000.00	0.0%
8425 · Utilities	306.50	1,500.00	20.4%
8426-1 · Dues & Subscriptions	425.00	500.00	85.0%
8426 · Advertising & Marketing	6,805.70	30,000.00	22.7%
8427 · Telephone & Internet Service	1,222.00	3,000.00	40.7%
8428 · Website Develop. & Maint.	125.00	500.00	25.0%
8429 · Building Insurance	0.00	4,500.00	0.0%
8430 · City of Arlington Insitu Lease	14,400.00	16,200.00	88.9%
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	8,118.00	35,000.00	23.2%
8430-4 · Property Taxes	6,937.98	8,000.00	86.7%
8433 · Telecom Infrastr Creation	0.00	300,000.00	0.0%
8439 · Contingency	0.00	20,700.00	0.0%
<b>Total MATERIALS AND SERVICES</b>	<b>40,984.09</b>	<b>440,400.00</b>	<b>9.3%</b>
<b>CAPITAL OUTLAY</b>			
8431 · Land Improvements/Development	8,910.00	35,000.00	25.5%
8432 · Engineering & Surveying	34,507.19	30,856.00	111.8%
8435 · Building Construction	9,516.68	800,000.00	1.2%
<b>Total CAPITAL OUTLAY</b>	<b>52,933.87</b>	<b>865,856.00</b>	<b>6.1%</b>
<b>DEBT SERVICE</b>			
8441 · Loan - Principal	5,267.40	9,068.00	58.1%
8442 · Loan - Interest	1,816.60	3,076.00	59.1%
<b>Total DEBT SERVICE</b>	<b>7,084.00</b>	<b>12,144.00</b>	<b>58.3%</b>
<b>Total 8400 · ECON.DEVELOP.FUND EXPENSES</b>	<b>180,307.93</b>	<b>1,450,200.00</b>	<b>12.4%</b>

2:20 PM

02/02/18

Cash Basis

**PORT OF ARLINGTON**  
**YTD Income & Expense vs. Budget**

YTD

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	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>% of Budget</u>
<b>RESERVE FUND EXPENSES</b>			
<b>9500 - Repair, Maint., Grant Match</b>	0.00	40,925.00	0.0%
<b>Total RESERVE FUND EXPENSES</b>	0.00	40,925.00	0.0%
<b>Total Expense</b>	489,328.14	3,068,675.00	15.9%
<b>Net Ordinary Income</b>	2,344,817.99	0.00	100.0%
<b>Net Income</b>	<u>2,344,817.99</u>	<u>0.00</u>	<u>100.0%</u>

Port of Arlington - Small Business Assistance Program (SBAP)

"Proposal"

Name of applicant: Countryside Dispatch Inc

Applicant's business structure:  Corporation C       Partnership  
 Sole proprietor       Other (explain) \_\_\_\_\_

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

Freight Brokerage

Contact Person for this project:  
 Name: Shaina Watkins  
 Organization:  
 Mailing address: PO Box 423

Position: OWNER  
 Telephone: 541-701-8619  
 E-mail:  
Countryside dispatch@gmail.com

CONDON, OR 97823

Describe the Business briefly:

See attached

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>10,000</u>	<u>65</u>
Non-Port of Arlington Funds	Other Grants or Loans		
Non-Port of Arlington Funds	Applicant's Investment	<u>5363</u>	<u>35</u>
	<b>Total Project</b>		<b>100%</b>

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? 4 jobs

**Countryside Dispatch, Inc.**  
**Profit & Loss Budget Overview**  
 January through December 2019

	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	TOTAL Jan - Dec 19
<b>Income</b>													
4000 - Commission Sales	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	330,000.00
<b>Total Income</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>330,000.00</b>
<b>Expense</b>													
6000 - Advertising and Promotion	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	7,500.00
6330 - Insurance Expense	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
6350 - Internet	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
6490 - Office Supplies	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00
6600 - Payroll Expenses	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	200,004.00
6670 - Professional Fees	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6710 - Rent Expense	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
6810 - Telephone Expense	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
6840 - Travel or Training Expense	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
6860 - Utilities	653.00	653.00	653.00	653.00	653.00	653.00	653.00	653.00	653.00	653.00	653.00	653.00	7,836.00
<b>Total Expense</b>	<b>19,875.00</b>	<b>19,875.00</b>	<b>19,875.00</b>	<b>21,375.00</b>	<b>19,875.00</b>	<b>22,375.00</b>	<b>19,875.00</b>	<b>19,875.00</b>	<b>19,875.00</b>	<b>19,875.00</b>	<b>19,875.00</b>	<b>19,875.00</b>	<b>242,500.00</b>
<b>Net Income</b>	<b>7,625.00</b>	<b>7,625.00</b>	<b>7,625.00</b>	<b>6,125.00</b>	<b>7,625.00</b>	<b>5,125.00</b>	<b>7,625.00</b>	<b>7,625.00</b>	<b>7,625.00</b>	<b>7,625.00</b>	<b>7,625.00</b>	<b>7,625.00</b>	<b>87,500.00</b>

**Startup Costs**

Broker Training	\$	3,250.00	
Airfare and Lodging	\$	1,750.00	
Application for Authority	\$	300.00	
Corporation Division	\$	100.00	
Commercial Copy Machine	\$	6,500.00	
Server/Networked computers	\$	2,750.00	
5 large white boards	\$	375.00	
Calculators	\$	138.00	
File Cabinets	\$	200.00	
Software	\$	-	Unknown cost
	\$	15,363.00	



**Countryside Dispatch Inc. is seeking grant money in our effort to start up a licensed freight brokerage business located at 126 N Main St, Condon, OR. In order to accomplish this goal, we first have to complete a training course and a licensing process through the Federal Motor Carrier Safety Administration. This will allow us to broker for carriers and shippers all across the U.S.**

**Description:**

Freight Brokers bring together shippers that need to transport goods with an authorized motor carrier that wants to provide the service. A freight broker falls into the category of transportation intermediary and provides an important and valuable service to both motor carriers and shippers. On average, they earn a commission of 10-15% per load which is the industry standard.

**Education:**

After researching different training opportunities, we found a highly recommended course called Loadtraining.com in Youngtown, Arizona. This is an extensive 40-hour course over 5 days, and at the close of the training they will assist in getting our broker authority license. Freight brokers involved in interstate commerce must apply for broker authority from the Federal Motor Carrier Safety Administration (FMCSA). It takes approximately 4-6 weeks to become licensed after passing the test.

**Marketing and Resources:**

We will initially specialize in helping local carriers in the Eastern Oregon area, eventually expanding to the Pacific Northwest area and beyond. As part of the curriculum for the class we are planning to attend trains you how to find potential shippers as well as carriers for freight. There are many web-based programs available to locate carriers and shippers. There are several online load boards that list loads available for shipping. We will use the network of Brokers, Carriers and Shippers that Shaina has established through her employment with WI and as an owner-operator for J&S Transport. There are a variety of agri-products, lumber, etc. that need to be hauled within our target market. We are currently developing a list of shippers and carriers and plan to make contact to find out what opportunities there are and how we can help service them. As an additional part of our marketing plan, we will develop a website to allow clients to find us and further promote our business.

## **Office Operations:**

We will use QuickBooks and standard chart of accounts to track our income and expenses for the company. Our office hour of operations will Monday through Friday, 8 a.m. to 5 p.m., with the ability of our customers to contact us after business hours as needed. Our current plan is to rent office space in Condon with the intention to build our own space in the future. Our office duties are planned as follows:

- Leah Watkins will be a Broker and help with bookkeeping and payroll.
- Shaina Watkins will be Lead Broker and will be in charge of marketing to expand our clientele.
- Delaney Watkins will be in charge of bookkeeping and general office management.

## **Basic Office Equipment:**

- Typewriter - for filling out pre-printed and multipart forms
- Server with network stations
- Printers
- Software - including accounting, customer information management and other administrative programs, and programs designed specifically for freight brokers
- Copy machine (Industrial size)
- Fax machine
- Postage scale and meter thru Stamps.com
- Paper shredder
- File Cabinets
- Telecommunications equipment - including an office telephone with voice mail, cell phones, toll-free number and e-mail
- White boards
- Calculators

## **Management and Experience:**

**Leah Watkins:** 34 years' experience in the trucking industry as an owner/operator beginning in 1984, including truck driving and all aspects of the bookkeeping responsibilities associated with running a long standing and successful business. She has also completed a FMCSA training course on Motor Safety compliance and was Compliance Officer at Mid Columbia Bus Company for 9 years.

**Shaina Watkins:** has past experience working for a broker, owned and operated J&S Transport, has experience as a truck driver, dispatcher and office assistant at WI since 2004.

**Delaney Watkins:** has accounting and banking experience, has worked on freight billing and accounting for Watkins Trucking, and is currently a licensed insurance agent and manages accounts.

## **Closing comments:**

This type of business does not depend on your location. You could be located anywhere as long as you have the technology. Even though this business can be running from anywhere, we love Condon and the lives we have all built here. This business allows us to continue to improve the lives of our families while staying in the community we truly enjoy.

Truck brokerages have potential not just for a local clientele but national clientele. Since it is mainly a web-based business, your clientele is only limited by how much you promote yourself on a national scale. We also see this as an opportunity to help local business who use brokerages to find loads. These businesses include Mid-Columbia Producers, Painted Hills Natural Beef, Labenske Trucking, and W.I. Logistics. We have reached out to several of them to see about potentially becoming the brokers for their operations. Each business was excited to hear and willing to work with us more in the future once we are officially licensed and operational. More opportunities to help local carrier and shippers will continue to grow as we establish ourselves. As the business grows, we will potentially need to hire additional help for the office which will provide another benefit to the community.

In the brokerage industry, it is highly recommended for brokers to have experience in either the shipper or carrier part of the industry. We are fortunate enough to have experience in both fields. Leah and her husband have run a successful for-hire grain/rock hauling business for almost 30 years. Shaina has worked with her family's trucking business doing everything from driving to finding loads for the long-haul trucks they own for over 10 years. This experience will make the transition into this new business much quicker since we are already familiar with the trucking industry.

We truly believe that this is not just a great opportunity for ourselves but for our community.



# Port of Arlington

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

## Port of Arlington Temporary Use Permit

APPLICANT NAME: The Woolery Project Inc

DATE: 1/31/18 ADDRESS: P.O. Box 205, Arlington OR, 97812

RESPONSIBLE PERSON DURING EVENT: Julius Courtney PHONE: 541-993-2191

I hereby make application to the Port of Arlington for the purpose of the following event:

OKtoberfest

Start Date & Time (include set up) 18-~~22~~<sup>Oct</sup> End Date & Time (include tear down) Oct 22

Estimated number of people attending event 250

Submission of detailed plans that include location of proposed activities (see Port Island Map on back of application)

Submission of traffic control plan

Submission of Applicants Liability Insurance Policy showing Port of Arlington as additional insured for this event and covering both parties for all liability for damages to persons or property in or about said event use premises; the amount of said liability insurance shall not be less than \$1,000,000.00 for injury to one person, \$2,000,000.00 for injuries arising out of any one occurrence, and not less than \$100,000.00 for property damage.

Submission of notification plan for adjacent property owners (24 hour notice)

I agree to comply with all local, state, and federal laws pertaining to such events and to protect private property and the public from damage or injury.

Applicant Signature: Rody H. Mear Date: 1-31-18

Reviewed and approved by Port Manager: \_\_\_\_\_ Date: \_\_\_\_\_

## Port Manager/ Economic Development Report

February 13, 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

Staff has prepared a supplemental budget to accommodate the increased anticipated expenses the Port will incur with the Flex building in this fiscal year.

Judge Will Carey, the Port's long serving attorney, passed away on February 3, 2018. Will's humor, inquisitive mind, legal guidance and most of all his friendship will be dearly missed. For those wishing to attend, Will Carey's service will be held this Friday, February 9<sup>th</sup> at 11am at the WAAAM facility (Western Antique Aeroplane and Automobile Museum) - 1600 Air Museum Rd, Hood River, OR 97031.

In remembrance of Judge Carey in action, swearing in Port Board Commissioners.



### Industrial Parks

Arlington Mesa – The flex building project was won by Rotschy, Incorporated of Vancouver, Washington. Rotschy's bid was the lowest of four bidders with a bid of \$795,815 in addition to a bid of \$28,800 to complete an additional concrete pour around the building. The notice of intent to award was sent out all bidders on January 24<sup>th</sup>, 2018 and with no firm contesting the bid, a Notice of Award was sent to Rotschy, Inc. on January 31, 2018. The project is underway!

**Marketing materials and ad campaigns**

Staff has developed several ads during the month for various services and activities including general Port branding, A Town Throw Down, and social media recurring postings.

**Island Park / Marina and RV Park**

Rest Room replacement project – Port’s comments and revision on the draft drawings have been submitted to Marine Board engineers. A final design and costing was not available in time to submit an application for the second round of funding for the Boaters Improvement Grant.

A -Town Throw Down (June 15, 16 and 17, 2018) – an event created to highlight Arlington’s world class fantastic wind and kite surfing and downwind paddling conditions. The event team is coming together nicely. The Arlington Community Chamber of Commerce has agreed to sponsor the Concert for the evening of June 16<sup>th</sup>. Sheriff Gary Bettencourt and EMT director David Anderson have both agreed to support the event with Marine patrols and Marine safety personal. Pat Shannon has agreed to Co-Chair the event and is in charge of Food and Craft Vendors and activities “on the grass” during the event. Riley Bennett has assisted with booking a great band, the “Hereafters.” Riley will be our head sound technician during the event too. Arlington Mayor, Jeff Bufton has agreed to be on the Judges for Kite and Wind surfing portion of the competition. It is wonderful to have such great volunteers. Mark your calendars you won’t want to miss this fun fill and exciting event.

**Up Coming Dates:**

- February 5 Lower John Day Area Transportation Council meeting, Rufus, 10 a.m.
- February 6 Board of Tax Appeals, 9:30 a.m.  
Arlington TV Cooperative, 6:30
- February 7 Gilliam Count Court, Condon 11:45 a.m.  
Arlington City Council, 6:30 p.m.
- February 8 Condon Chamber Meeting, Condon 8:30 a.m.  
A Town Throw Down, Hood River, 4:30 p.m.
- February 15 Pioneer CDC Board Meeting, Condon, 2:00 p.m.
- February 26 Arlington Chamber Meeting, Arlington, 6:30 p.m.

2018 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-17	\$ 3.46	8	101	\$ 348.57	\$ 2.69	0	0	\$ -
February-17					\$ 2.69			
March-17					\$ 2.69			
April-17					\$ 2.69			
May-17					\$ 2.69			
June-17					\$ 2.69			
July-17					\$ 2.69			
August-17					\$ 2.69			
September-17					\$ 2.69			
October-17					\$ 2.69			
November-17					\$ 2.69			
December-17					\$ 2.69			
YTD Totals		8	101	\$ 348.57		0	0	\$ -

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  
Profit & Loss Prev Year Comparison  
July 1, 2017 through February 1, 2018

	2017/2018 YTD TOTAL															
	Nov 17	Nov 16	\$ Change	% Change	Dec 17	Dec 16	\$ Change	% Change	Jan 18	Jan 17	\$ Change	% Change	Jul 1, '17 - Feb 1, 18	Jul 1, '16 - Feb 1, 17	\$ Change	% Change
Ordinary Income/Expense																
4210 - Marina Revenue	-566.00	336.00	-892.00	-265.48%	656.00	236.00	420.00	177.97%	550.00	1,362.00	-812.00	-59.62%	4,180.00	4,267.54	-87.54	-2.05%
4211 - RV Park Revenues																
4211-4 - RV Park Dry Camp	46.00	62.00	-16.00	-25.81%	0.00	0.00	0.00	0.0%	18.00	0.00	18.00	100.0%	954.00	1,986.90	-1,032.90	-51.99%
4211-3 - RV Park Daily Rent	150.00	300.00	-150.00	-50.0%	90.00	150.00	-60.00	-40.0%	30.00	30.00	0.00	0.0%	4,480.00	5,362.00	-882.00	-16.45%
4211-2 - RV Park Weekly Rent	625.00	500.00	125.00	25.0%	0.00	375.00	-375.00	-100.0%	0.00	93.75	-93.75	-100.0%	2,500.00	2,123.75	376.25	17.72%
4211-1 - RV Park Monthly Rent	3,005.00	3,000.00	5.00	0.17%	2,250.00	2,062.50	187.50	9.09%	2,625.00	1,500.00	1,125.00	75.0%	19,555.00	17,386.00	2,169.00	12.48%
4212 - RV Park fee Refund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	-500.00	-220.00	-280.00	-127.27%
Total 4211 - RV Park Revenues	3,826.00	3,862.00	-36.00	-0.93%	2,340.00	2,587.50	-247.50	-9.57%	2,673.00	1,623.75	1,049.25	64.62%	26,989.00	26,638.65	350.35	1.32%
4213 - Marina Fuel Revenue																
4213-2 - Gasoline Sales	900.39	287.58	612.81	213.09%	184.69	178.39	6.30	3.53%	348.57	130.34	218.23	167.43%	6,484.89	5,369.97	1,114.92	20.76%
4213-1 - Diesel Sales	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	641.04	1,753.55	-1,112.51	-63.44%
Total 4213 - Marina Fuel Revenue	900.39	287.58	612.81	213.09%	184.69	178.39	6.30	3.53%	348.57	130.34	218.23	167.43%	7,125.93	7,123.52	2.41	0.03%
4214 - Marina Power and Water Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	260.00	360.00	-100.00	-27.78%
4340 - Willow Creek Rock Sales	1,509.92	0.00	1,509.92	100.0%	1,562.09	3,257.63	-1,695.54	-52.05%	0.00	0.00	0.00	0.0%	13,252.46	3,709.68	9,542.78	257.24%

## **Port of Arlington**

### **Resolution 2018-139 - Approving a Supplemental Budget, Making and Transferring Appropriations**

WHEREAS, the Port of Arlington is constructing a new industrial building; and

WHEREAS, certain budget line items require appropriation changes; and

WHEREAS, a supplemental budget that does not change expenditures in any fund by more than 10 percent may be adopted at a regular meeting of the governing body;

WHEREAS, the Port of Arlington wishes to comply with budget law and generally accepted accounting practices;

BE IT RESOLVED the Board of Commissioners for the Port of Arlington does hereby approve the appropriations as outlined in Attachment A.

This resolution will become effective on the 13th day of February, 2018.

THE PORT OF ARLINGTON

\_\_\_\_\_  
Ronald Wilson, Comm. President

\_\_\_\_\_  
Dewey Kennedy, Comm. Vice Pres.

**SUMMARY OF PROPOSED BUDGET CHANGES**  
 AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

**FUND: General Fund**

<b>Resource</b>	<b>Amount</b>	<b>Requirement</b>	<b>Amount</b>
1 Reduce Willow Creek Expenditure Amount	750,000	1 Increase Transfer to Econ. Develop Fund	400,000
<b>Revised Total Fund Resources</b>	<b>1,577,550.00</b>	<b>Revised Total Fund Requirements</b>	<b>1,577,500</b>

**Comments:**

Appropriation changes for Flex Building Project  
 Reduce Willow Creek Department Requirement \$200,000 to \$750,000; Increase Transfer to Economic Development Fund from \$200,000 to \$400,000

**FUND: Economic Development Fund**

<b>Resource</b>	<b>Amount</b>	<b>Requirement</b>	<b>Amount</b>
1 Adjust beginning fund balance	598,000	1 Remove Telecomm Infrastructure Expense	-0-
Increase Transfer from General Fund	400,000	Increase Building Projects Expense	1,048,000
<b>Revised Total Fund Resources</b>	<b>1,398,200</b>	<b>Revised Total Fund Requirements</b>	<b>1,398,200</b>

**Comments:**

Appropriation changes for Flex Building Project

Adjust Economic Development Fund beginning fund balance to Audit amount; Increase transfer from General fund from \$200,000 to \$400,000; Remove Telecom Infrastructure Expense of \$300,000; Increase Building Projects Expense to \$1,048,000