



Thursday, March 9, 2023, at 5:00 pm  
Location: City of Condon, 128 South Main Street, Condon, OR

Join Zoom Meeting  
<https://us02web.zoom.us/j/9537854875>  
Meeting ID: 953 785 4875  
One tap mobile  
+17193594580,,9537854875# US  
+12532050468,,9537854875# US

**Regular Commission Meeting Agenda**

Thursday, March 9, 2023

1. **Call Meeting to Order**
2. **Public Comment on Non-Agenda Items**
3. **Consent Agenda:**
  - 3.1 Approve Regular Meeting Minutes for February 9, 2023
  - 3.2 Approve February 2023 Accounts Payable and Financials
4. **Director Report**
  - 4.1 Strategic Business Plan
  - 4.2 Workforce Housing
  - 4.3 Enterprise Zone Designation
  - 4.4 Hangar Building Electrical Repair
  - 4.5 Promotion
  - 4.6 Employee Handbook Update
  - 4.7 Amendment of Lease Agreement
  - 4.8 Intergovernmental Agreement Amendment
5. **President Report**
6. **Commissioner Reports**
7. **Executive Session (*Placeholder*) ORS 192.660(2)(e) – To conduct deliberations with persons designated by governing body to negotiate real property transactions.**
8. **Decision or deliberations on Real Estate Transactions (*Placeholder*).**
9. **Next Meeting –**  
**Thursday, April 13, 2023 at 5 pm in Arlington, Budget Committee Meeting followed by Regular Board Meeting**
10. **Adjourn Meeting**

**Regular Commission Meeting**  
**February 9, 2023 MINUTES**  
**5:00PM**  
**Port Office, 100 Island Park Rd., Arlington, OR**

1. **The Port of Arlington Commission meeting was called to order at 5:00pm by president Shannon.**
2. **Present:** President Leah Shannon, Commissioners: Kathryn Greiner (via Zoom), and Kip Krebs; Port Director Jed Crowther and Administrative Assistant Kayla Rayburn
3. **Absent:** Vice President Ron Wilson, Gibb Wilkins
4. **Audience: Les Ruark (Zoom), Elizabeth Farrar Campbell (zoom)**
5. **Public Comment-** Les Ruark asked for verifications of which commissions are in attendance. President Shannon stated Commissioner Krebs, Shannon, and Greiner are in attendance.
6. **Additions to the Agenda**
7. **Consent Agenda**

- 7.1. **Approve Regular Meeting Minutes for January 12, 2023**
- 7.2. **Approve Special Meeting Minutes for January 27, 2023**
- 7.3. **Approve January 2023 Accounts Payable and Financial**

**Motion: Krebs moved, and Greiner seconded to approve the regular meeting minutes for January 12, 2023, special meeting minutes for January 27, 2023, and the January 2023 accounts payable and financials. Motion carried unopposed.**

8. **Director Report**

**8.1. Budget Calendar and Budget Officer**

Crowther presented the 2023 budget calendar and proposed Kayla Rayburn should be the Budget Officer.

**Motion: Greiner moved, and Krebs seconded to approve the 2023 budget calendar as presented, appoint Kayla Rayburn as the Budget Officer, and appoint Budget Committee Members as presently constituted. Motion carried unopposed.**

**8.2. Yearly Ethics Forms**

Advised they will be getting notifications for the yearly ethics review, and it must be filled out and submitted, or there are penalties/fines that will go against the individual not the Port.

**8.3. Strategic Business Plan Award**

There was a brief recap the strategic business plan thus far, and what Ciro has accomplished to far.

**Motion: Greiner moved, and Krebs seconded to accept the \$13,500 Business Oregon Award & Agreement upon acceptable review. Motion carried unopposed.**

**8.4. Avangrid Contribution Agreement**

Avangrid is offering to donate \$461,250 to the Sentry Corp. towards development of workforce housing.

**Motion: Greiner moved and Krebs seconded the approval of Memorandum of Agreement for Community Donation Fund from Avangrid to Port of Arlington, pending Gilliam County Payment In Lieu of Taxes (PILOT) Agreement. Motion carried unopposed.**

#### **8.5. Condon Grade School Update**

This stays directly in the mission of what a port can be involved in. Kathryn stated the city budgeted for \$200-\$250,000 to assist in the Condon Grade school restoration. Herself and Crowther went to a funding meeting today, and she will take the founders on a tour tomorrow of the Condon grade school. They also have a grant from the county that will go into the heating system of the play shed. She is going to look into grants through Columbia basin for energy grants for heating. Between the County grant and the Avangrid donation there is approx. \$900,000 to start with.

#### **8.6. Real Estate Appraisal**

Colliers Valuation & Advisory Services were able to survey The Ports 40 acres up at the Mesa with a site travel discount because they were already in the area on another job. They split the travel cost between the Port and the other customer. Crowther showed the Hanger building, Insitu, and Lower Gronquist large office to a potential renter. They are mostly interested in the Large conference room in the Gronquist building, but it would need some major reconstruction done to accommodate their needs. They are also interested in having a 3 bay garage built for their vehicles. He would like input from the council. He has asked for an estimate for reconfiguration of the Gronquist room as well as a rough estimate to build completely new. They are a governmental entity that also has resources they can tap into for construction cost. It could potentially be the same kind of project the Port had for the WATCO building. They build the building, and the port would own the property they rent. Shannon is leaning towards a new building like it was done with WATCO, and it's another Asset. Discussion followed regarding pros and cons of a new building, and what it could potentially look like. There was a consensus to investigate doing a new asset.

**Motion: Krebs moved, and Greiner seconded to approve Professional Services Agreement with Colliers in the amount of \$2800 for the appraisal of Port vacant industrial land at the Arlington Mesa.**

#### **8.7. Maintenance**

Crowther wanted to state his appreciation for all the hard work James Metzker is doing. During winter he has created an emergency handbook for all shutoffs, both electrical and water. Both Metzker and Crowther completed the walk through of the Hanger building, and now the port is having a couple electricians come to give quotes for electrical work that needs to be done before it is leased back out. Crowther wants to add a yearly walk-through inspections of all the Ports properties to get ahead of potential problems.

#### **8.8. Other**

Crowther is checking into the sign on the elevator "Arlington", he has heard the original agreement was with Cargill to be responsible for its upkeep in exchange for a discount on utilities. Since then, MCP has taken over the lease of the elevator and believes the same agreement is with them, but would need to investigate it further. It was agreed looking into it would be a good idea, and it was also suggested to ask K Lynn about grants or possible funding that could help with restoration. There may also be some historical aspect, and ask the city if they would like to partner with us as well.

#### **8.9. Downtown Improvements**

##### **8.10. Audit**

The Port asked for extension for the audit and was granted one. Currently working with auditors to track down remaining documents.

##### **8.11. Building scheduler**

Pat Shannon has been the scheduler for the Columbia Room rentals and with the transition of ownership it has been decided to bring it back to the Port for Scheduling. Shannon also stated that cleaning/supply products are paid for through the restaurant. President Shannon stated the Port can donate the room for community events. Greiner doesn't want to micromanage the staff about



the pricing, but let the staff use discretion for case by case. Greiner stated maybe we need to reevaluate all the Port fee resolutions for all of the ports assets and adopt it. Discussion ensued.

**8.12. Joint Meeting with the county**

The county is proposing dates and would like to get it scheduled. As a group it was decided March 1<sup>st</sup> is what would best for all parties involved. It will be held in Condon at 1:00pm site to be determined.

**9. Presidents Report**

Attended the Brookfield presentation and are looking to be community minded, and what they can do for us. She felt it was a very positive vibe. She has been excepted as a board member at PCDC and will be starting February 16<sup>th</sup>.

**10. Commissioner Reports**

Krebs asked about the lease agreement with the city and Rayburn stated there was some confusion with another Lease submitted by Krebs Livestock. Advised reach out to mayor Buffon for clarity. Greiner stated she caught up with Cori and will be here for the 13<sup>th</sup> meeting. City of Arlington and county use Point and Pay that the Port may be interested in for rentals and RV payments. She is wondering in July when the new fiscal year starts, if the Port meeting can be moved to another day of the month due to other meetings that are conflicting.

**11. Next Meeting**

11.1. **Thursday, March 9 2023 at 5pm in Condon. Monday February 13, strategic plan meeting.**

**12. Adjourn Meeting**

**President Shannon adjourned The Regular Commissions meeting at 6:21pm.**

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President Leah Shannon

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Vice President Ron Wilson



**PORT OF ARLINGTON**  
**Check Detail**  
**February 2023**

Trans #	Type	Date	Source Name	Account	Original Amount
13437	Bill Pmt -Check	02/08/2023	Bank of Eastern Or...	1001 · Bank of E/O ...	-1,346.99
13434	Bill	02/08/2023	Bank of Eastern Ore...	ADMINISTRATION ...	1,346.99
TOTAL					1,346.99
13460	Liability Check	02/27/2023	QuickBooks Payrol...	1001 · Bank of E/O ...	-11,325.96
			QuickBooks Payroll ...	2111 · Direct Deposi...	11,325.96
TOTAL					11,325.96
13457	Paycheck	02/28/2023	Crowther, Jed N	1001 · Bank of E/O ...	0.00
			Crowther, Jed N	6560 · Payroll Expe...	6,741.97
			Crowther, Jed N	6560 · Payroll Expe...	341.37
			Crowther, Jed N	6560 · Payroll Expe...	500.00
			Crowther, Jed N	6560 · Payroll Expe...	910.00
			Crowther, Jed N	2100 · Payroll Liabili...	-910.00
			Crowther, Jed N	6560 · Payroll Expe...	2,162.97
			Crowther, Jed N	2100 · Payroll Liabili...	-2,162.97
			Crowther, Jed N	6560 · Payroll Expe...	188.33
			Crowther, Jed N	2100 · Payroll Liabili...	-188.33
			Crowther, Jed N	6560 · Payroll Expe...	4.68
			Crowther, Jed N	2100 · Payroll Liabili...	-4.68
			Crowther, Jed N	2100 · Payroll Liabili...	-7.58
			Crowther, Jed N	2100 · Payroll Liabili...	-45.50
			Crowther, Jed N	2100 · Payroll Liabili...	-596.00
			Crowther, Jed N	6560 · Payroll Expe...	470.16
			Crowther, Jed N	2100 · Payroll Liabili...	-470.16
			Crowther, Jed N	2100 · Payroll Liabili...	-470.16
			Crowther, Jed N	6560 · Payroll Expe...	109.96
			Crowther, Jed N	2100 · Payroll Liabili...	-109.96
			Crowther, Jed N	2100 · Payroll Liabili...	-109.96
			Crowther, Jed N	2100 · Payroll Liabili...	-526.00
			Crowther, Jed N	2111 · Direct Deposi...	-5,828.14
TOTAL					0.00
13458	Paycheck	02/28/2023	Metzker, James L	1001 · Bank of E/O ...	0.00
			Metzker, James L	6560 · Payroll Expe...	3,283.20
			Metzker, James L	6560 · Payroll Expe...	172.80
			Metzker, James L	6560 · Payroll Expe...	414.72
			Metzker, James L	2100 · Payroll Liabili...	-414.72
			Metzker, James L	6560 · Payroll Expe...	1,081.48
			Metzker, James L	2100 · Payroll Liabili...	-1,081.48
			Metzker, James L	6560 · Payroll Expe...	75.56
			Metzker, James L	2100 · Payroll Liabili...	-75.56
			Metzker, James L	6560 · Payroll Expe...	4.48
			Metzker, James L	2100 · Payroll Liabili...	-4.48
			Metzker, James L	2100 · Payroll Liabili...	-3.46
			Metzker, James L	2100 · Payroll Liabili...	-20.74
			Metzker, James L	2100 · Payroll Liabili...	-258.00
			Metzker, James L	6560 · Payroll Expe...	214.27
			Metzker, James L	2100 · Payroll Liabili...	-214.27
			Metzker, James L	2100 · Payroll Liabili...	-214.27
			Metzker, James L	6560 · Payroll Expe...	50.12
			Metzker, James L	2100 · Payroll Liabili...	-50.12
			Metzker, James L	2100 · Payroll Liabili...	-50.12
			Metzker, James L	2100 · Payroll Liabili...	-237.00
			Metzker, James L	2111 · Direct Deposi...	-2,672.41
TOTAL					0.00

**PORT OF ARLINGTON**  
**Check Detail**  
**February 2023**

Trans #	Type	Date	Source Name	Account	Original Amount
13459	Paycheck	02/28/2023	Rayburn, Kayla R	1001 · Bank of E/O ...	0.00
			Rayburn, Kayla R	6560 · Payroll Expe...	3,196.80
			Rayburn, Kayla R	6560 · Payroll Expe...	172.80
			Rayburn, Kayla R	6560 · Payroll Expe...	86.40
			Rayburn, Kayla R	6560 · Payroll Expe...	414.72
			Rayburn, Kayla R	2100 · Payroll Liabili...	-414.72
			Rayburn, Kayla R	6560 · Payroll Expe...	3,082.23
			Rayburn, Kayla R	2100 · Payroll Liabili...	-3,082.23
			Rayburn, Kayla R	6560 · Payroll Expe...	138.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-138.12
			Rayburn, Kayla R	6560 · Payroll Expe...	4.37
			Rayburn, Kayla R	2100 · Payroll Liabili...	-4.37
			Rayburn, Kayla R	2100 · Payroll Liabili...	-3.46
			Rayburn, Kayla R	2100 · Payroll Liabili...	-20.74
			Rayburn, Kayla R	2100 · Payroll Liabili...	-115.00
			Rayburn, Kayla R	6560 · Payroll Expe...	214.27
			Rayburn, Kayla R	2100 · Payroll Liabili...	-214.27
			Rayburn, Kayla R	2100 · Payroll Liabili...	-214.27
			Rayburn, Kayla R	6560 · Payroll Expe...	50.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-50.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-50.12
			Rayburn, Kayla R	2100 · Payroll Liabili...	-227.00
			Rayburn, Kayla R	2111 · Direct Deposi...	-2,825.41
TOTAL					0.00
13464	Liability Check	02/24/2023	State of Oregon-E...	1001 · Bank of E/O ...	-178.10
			State of Oregon-Em...	2100 · Payroll Liabili...	178.10
TOTAL					178.10
13462	Liability Check	02/28/2023	Oregon Departmen...	1001 · Bank of E/O ...	-27.95
			Oregon Department ...	2100 · Payroll Liabili...	27.95
TOTAL					27.95
13463	Liability Check	02/28/2023	Oregon Departmen...	1001 · Bank of E/O ...	-29.68
			Oregon Department ...	2100 · Payroll Liabili...	29.68
TOTAL					29.68
13461	Liability Check	02/28/2023	Fidelity Brokerage ...	1001 · Bank of E/O ...	-1,739.44
			Fidelity Brokerage S...	2100 · Payroll Liabili...	1,739.44
TOTAL					1,739.44
13431	Check	02/08/2023	Darryl Potter	1001 · Bank of E/O ...	-50.00
			Darryl Potter	8426 · Advertising &...	50.00
TOTAL					50.00
13435	Bill Pmt -Check	02/08/2023	Arlington Hardware	1001 · Bank of E/O ...	-177.26
13433	Bill	02/08/2023	Arlington Hardware	6627 · Park Mainten...	59.96
			Arlington Hardware	6326 · Maintenance ...	82.77
			Arlington Hardware	6623 · Comfort Stati...	24.97
			Arlington Hardware	8522 · Office Suppli...	7.18

**PORT OF ARLINGTON**  
**Check Detail**  
**February 2023**

Trans #	Type	Date	Source Name	Account	Original Amount
			Arlington Hardware	8424 · Office Suppli...	2.38
TOTAL					177.26
13436	Bill Pmt -Check	02/08/2023	Arlington T.V. Coop	1001 · Bank of E/O ...	-306.50
13426	Bill	02/08/2023	Arlington T.V. Coop	8527 · Telephone an...	64.00
			Arlington T.V. Coop	6117 · Telephone an...	112.50
			Arlington T.V. Coop	6324 · WIFI - RV	130.00
TOTAL					306.50
13438	Bill Pmt -Check	02/08/2023	City of Arlington-Ut...	1001 · Bank of E/O ...	-1,210.13
13425	Bill	02/08/2023	City of Arlington-Utili...	6320 · Materials & S...	280.00
			City of Arlington-Utili...	6329 · Sewer	308.00
			City of Arlington-Utili...	6322 · Sanitation - RV	120.00
			City of Arlington-Utili...	8521 · Utilities	222.13
			City of Arlington-Utili...	6111 · Utilities	203.00
			City of Arlington-Utili...	6622 · Sanitation	77.00
TOTAL					1,210.13
13439	Bill Pmt -Check	02/08/2023	E O Heating & Air, ...	1001 · Bank of E/O ...	-925.08
13427	Bill	02/08/2023	E O Heating & Air, L...	85230 · Building Mai...	925.08
TOTAL					925.08
13440	Bill Pmt -Check	02/08/2023	Gilliam County Tax...	1001 · Bank of E/O ...	-1,012.00
13421	Bill	02/08/2023	Gilliam County Tax ...	8441 · Loan - Principal	809.60
			Gilliam County Tax ...	8442 · Loan - Interest	202.40
TOTAL					1,012.00
13441	Bill Pmt -Check	02/08/2023	H2Oregon	1001 · Bank of E/O ...	-23.95
13432	Bill	02/08/2023	H2Oregon	6122 · Meetings and...	23.95
TOTAL					23.95
13442	Bill Pmt -Check	02/08/2023	Hughes Network S...	1001 · Bank of E/O ...	-94.98
13430	Bill	02/08/2023	Hughes Network Sy...	6117 · Telephone an...	94.98
TOTAL					94.98
13443	Bill Pmt -Check	02/08/2023	Maul Foster Alongi	1001 · Bank of E/O ...	-1,923.09
13428	Bill	02/08/2023	Maul Foster Alongi	8600 · Environ. Sent...	1,923.09
TOTAL					1,923.09
13444	Bill Pmt -Check	02/08/2023	Pacific Fire	1001 · Bank of E/O ...	-162.00
13424	Bill	02/08/2023	Pacific Fire	8531 · Alarm Monito...	162.00
TOTAL					162.00
13445	Bill Pmt -Check	02/08/2023	SDIS	1001 · Bank of E/O ...	-7,658.59



PORT OF ARLINGTON

Check Detail

February 2023

Trans #	Type	Date	Source Name	Account	Original Amount
13422	Bill	02/08/2023	SDIS	6015 · Employee Be...	3,249.60
			SDIS	6015 · Employee Be...	1,159.39
			SDIS	6015 · Employee Be...	3,249.60
TOTAL					7,658.59
13446	Bill Pmt -Check	02/08/2023	VanKoten & Cleave...	1001 · Bank of E/O ...	-2,188.01
13429	Bill	02/08/2023	VanKoten & Cleavel...	8600 · Environ. Sent...	420.00
			VanKoten & Cleavel...	6113 · Legal Fees	1,117.01
			VanKoten & Cleavel...	8523 · Legal Fees	651.00
TOTAL					2,188.01

**PORT OF ARLINGTON**  
**Profit & Loss Budget Performance**  
July 2022 through June 2023

5:31 PM  
03/03/23

Cash Basis

Ordinary Income/Expense	Jul 22 - Jun 23	% of Budget	YTD Budget	% of Budget	Annual Budget
<b>Income</b>					
5200 - Gronquist Resources	750.00				
5203-3 - Richter's Property taxes	2,000.00				
5217 - Grant County	0.00	0.0%	35,375.00	0.0%	35,375.00
5216 - Donations / Gifts	0.00	0.0%	1,000.00	0.0%	1,000.00
5214 - Tax Reserve Triple Net	500.00	5.0%	10,000.00	0.0%	10,000.00
5212 - Office Space Lease #3	6,118.00	51.7%	7,000.00	6.0%	7,000.00
5211 - Office Space Lease #1	0.00	0.0%	12,300.00	0.0%	12,300.00
5207 - Cleaning Fee Deposit	0.00	0.0%	1,500.00	0.0%	1,500.00
5206 - China Creek Room Rental	0.00	0.0%	0.00	0.0%	0.00
5204 - Colombia Room Rental	750.00	22.6%	3,500.00	22.6%	3,500.00
5203 - Shannon Lease	15,750.00	63.0%	25,000.00	63.0%	25,000.00
5202 - Transfer In From General Fund	0.00	0.0%	0.00	0.0%	0.00
<b>Total 5200 - Gronquist Resources</b>	<b>25,940.00</b>	<b>20.8%</b>	<b>124,775.00</b>	<b>20.8%</b>	<b>124,775.00</b>
<b>GENERAL FUND RESOURCES</b>					
4000 - Carryover Balance	0.00	0.0%	0.00	0.0%	0.00
4010 - Taxes/Current	0.00	0.0%	0.00	0.0%	0.00
4011 - Taxes/Prior	140,630.94	4,015.0%	3,500.00	4,015.0%	3,500.00
4021 - Interest - Bond A/C	938.87	100.0%	0.00	100.0%	0.00
4022 - Interest - LGIP A/C	10,596.13	151.4%	7,000.00	151.4%	7,000.00
4030 - Land Rental	1,650.00	25.0%	6,600.00	25.0%	6,600.00
4080 - Grain Elevator Lease Pymt	118,469.81	100.0%	118,469.00	100.0%	118,469.00
4110 - Grants Income	0.00	0.0%	0.00	0.0%	0.00
4111 - OSMB Grant	0.00	0.0%	0.00	0.0%	0.00
4112 - Cornet Oregon Grant	1,000.00	1,537.7%	1,000.00	1,537.7%	1,000.00
4114 - Unanticipated Grant Funds	15,377.00	0.0%	1,000.00	0.0%	1,000.00
4120 - IMAPS Grant	0.00	0.0%	7,000.00	0.0%	7,000.00
4110 - Grants Income - Other	0.00	0.0%	0.00	0.0%	0.00
<b>Total 4110 - Grants Income</b>	<b>15,375.00</b>	<b>153.8%</b>	<b>10,000.00</b>	<b>153.8%</b>	<b>10,000.00</b>
4210 - Marina Fuel Revenue	7,050.00	70.5%	10,000.00	70.5%	10,000.00
4211 - RV Park Revenues					
4211A - slower Donation	136.53				
4211-1 - RV Park Monthly Rent	31,155.00	100.0%	0.00	100.0%	0.00
4211-2 - RV Park Weekly Rent	1,410.00	100.0%	0.00	100.0%	0.00
4211-3 - RV Park Camp	4,850.00	100.0%	0.00	100.0%	0.00
4211-4 - RV Park Dry Camp	11,085.00	100.0%	0.00	100.0%	0.00
4211-5 - Monthly TV	0.00	0.0%	0.00	0.0%	0.00
4211 - RV Park Revenues - Other	266.22	0.5%	50,000.00	0.5%	50,000.00
<b>Total 4211 - RV Park Revenues</b>	<b>48,212.75</b>	<b>96.4%</b>	<b>50,000.00</b>	<b>96.4%</b>	<b>50,000.00</b>
4212 - Marina Fuel Revenue	787.54	100.0%	0.00	100.0%	0.00
4213-1 - Diesel Sales	1,189.21	100.0%	0.00	100.0%	0.00
4213 - Marina Fuel Revenue - Other	14,887.05	99.2%	15,000.00	99.2%	15,000.00
<b>Total 4213 - Marina Fuel Revenue</b>	<b>16,863.80</b>	<b>112.4%</b>	<b>15,000.00</b>	<b>112.4%</b>	<b>15,000.00</b>
4214 - Main z Power and Water Revenue	531.25	212.5%	250.00	212.5%	250.00
4215 - Willow Creek Rock Sales	0.00	0.0%	0.00	0.0%	0.00
4350 - Willows Lease Revenue	5,000.00	40.0%	11,200.00	44.6%	11,200.00
4400 - Donations/Gifts	30.00	30.0%	100.00	30.0%	100.00
4600 - Miscellaneous Income	150.00	150.0%	100.00	150.0%	100.00
<b>Total GENERAL FUND RESOURCES</b>	<b>365,670.02</b>	<b>157.5%</b>	<b>232,210.00</b>	<b>157.5%</b>	<b>232,210.00</b>
<b>5000 - ECONOMIC DEVELOP FUND RESOURCES</b>					
5005 - Grants Collected Triple Net	4,469.00	47.3%	9,500.00	47.3%	9,500.00
5006 - Cash (with basis)	0.00	0.0%	0.00	0.0%	0.00
5030 - Land Rental Mesa	0.00	0.0%	1,000.00	0.0%	1,000.00
5031 - Building Lease 11-042	162,938.78	162.8%	100,000.00	162.8%	100,000.00
5032 - Building Lease 11-040	17,900.00	41.7%	18,000.00	51.7%	18,000.00
5033 - Building Lease 11-041	15,700.00	30.4%	15,000.00	30.4%	15,000.00
5110 - Grants - Gilliam County	0.00	0.0%	3,000.00	0.0%	3,000.00
5114 - Unanticipated Grant Funds	0.00	0.0%	1,000.00	0.0%	1,000.00
5130 - SIP Funds	0.00	0.0%	25,000.00	0.0%	25,000.00
5800 - Transfer from General Fund	0.00	0.0%	400,000.00	0.0%	400,000.00
<b>Total 5000 - ECONOMIC DEVELOP FUND RESOUR..</b>	<b>194,578.78</b>	<b>32.7%</b>	<b>594,500.00</b>	<b>32.7%</b>	<b>594,500.00</b>
<b>RESERVE FUND RESOURCES</b>					
9000 - Reserve Fund Beginning Balance	0.00	0.0%	0.00	0.0%	0.00
9001 - Trans fr from General Fund	0.00	0.0%	11,846.00	0.0%	11,846.00
9002 - Intere s Earned Reserve Fund	813.30	203.3%	400.00	203.3%	400.00
<b>Total RESERVE FUND RESOURCES</b>	<b>813.30</b>	<b>6.6%</b>	<b>12,246.00</b>	<b>6.6%</b>	<b>12,246.00</b>
<b>Total Income</b>	<b>587,002.10</b>	<b>60.9%</b>	<b>963,731.00</b>	<b>60.9%</b>	<b>963,731.00</b>
<b>Expense</b>					
8600 - Gronquist Fund Expenses					
GRONQUIST CAPITOL OUTLAY	7,200.00	100.0%	0.00	100.0%	0.00
8632 - Tenant Improvement/Building Imp	0.00	0.0%	46,125.00	0.0%	46,125.00
8631 - Land Improvement & Development	0.00	0.0%	1,000.00	0.0%	1,000.00
<b>Total GRONQUIST CAPITOL OUTLAY</b>	<b>7,200.00</b>	<b>15.6%</b>	<b>46,125.00</b>	<b>15.6%</b>	<b>46,125.00</b>
8830 - CONTINGENCY Materials and Services	0.00	0.0%	24,650.00	0.0%	24,650.00

**PORT OF ARLINGTON**  
**Profit & Loss Budget Performance**  
July 2022 through June 2023

5:31 PM  
03/30/23

Cash Basis

	Jul '22 - Jun '23	Budget	% of Budget	Jul '22 - Jun '23	YTD Budget	% of Budget	Annual Budget
8539 - Misc	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
8537 - Cleaning Fee Reimbursed	0.00	1,500.00	0.0%	0.00	1,500.00	0.0%	1,500.00
8538 - Bad Debt Write Off	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
8535 - Property Taxes	0.00	5,000.00	0.0%	0.00	5,000.00	0.0%	5,000.00
8536 - Other Taxes	0.00	1,000.00	0.0%	0.00	1,000.00	0.0%	1,000.00
8534 - Donations	0.00	1,000.00	0.0%	0.00	1,000.00	0.0%	1,000.00
8533 - Miscellaneous	0.00	1,000.00	0.0%	0.00	1,000.00	0.0%	1,000.00
8532 - Pest Control / Fertilizer	0.00	300.00	0.0%	0.00	300.00	0.0%	300.00
8531 - Monitoring	655.00	500.00	131.0%	655.00	500.00	131.0%	500.00
8530 - Monitoring	5,850.00	10,000.00	58.5%	5,850.00	10,000.00	58.5%	10,000.00
8529 - Fire Suppression System Inspc	0.00	3,800.00	0.0%	0.00	3,800.00	0.0%	3,800.00
8528 - Supplies	340.89	1,500.00	22.7%	340.89	1,500.00	22.7%	1,500.00
8527 - Telephone and Internet	512.00	800.00	64.0%	512.00	800.00	64.0%	800.00
8526 - Signage	6.00	500.00	1.2%	6.00	500.00	1.2%	500.00
8525 - Credit Card Fees	16.89	100.00	16.9%	16.89	100.00	16.9%	100.00
8525 - Dues/ Subscriptions/ Fees	40.00	1,000.00	4.0%	40.00	1,000.00	4.0%	1,000.00
8524 - Insurance - Treasurer Bond	0.00	3,000.00	0.0%	0.00	3,000.00	0.0%	3,000.00
8523 - Legal Fees	651.00	1,000.00	65.1%	651.00	1,000.00	65.1%	1,000.00
8522 - Office Supplies and Equipment	1,346.59	10,000.00	13.5%	1,346.59	10,000.00	13.5%	10,000.00
8521 - Utilities	4,526.49	10,000.00	45.3%	4,526.49	10,000.00	45.3%	10,000.00
<b>Total Materials and Services</b>	<b>13,074.89</b>	<b>32,400.00</b>	<b>40.4%</b>	<b>13,074.89</b>	<b>32,400.00</b>	<b>40.4%</b>	<b>32,400.00</b>
<b>Personnel Services</b>							
8514 - Employee Benefits - Retirement	0.00	1,650.00	0.0%	0.00	1,650.00	0.0%	1,650.00
8513 - Employee Benefits Insurance	0.00	4,200.00	0.0%	0.00	4,200.00	0.0%	4,200.00
8512 - Workers Comp Insurance	0.00	2,000.00	0.0%	0.00	2,000.00	0.0%	2,000.00
8511 - Payroll Taxes	0.00	13,100.00	0.0%	-9,041.28	13,100.00	-69.0%	13,100.00
8510.3 - Maintenance	-9,041.28	100.00	-9,041.28	0.00	100.00	0.0%	100.00
8510.2 - Event Coordinator	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
8510.1 - Administrative Assistant	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
8510 - Port Manager	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
<b>Total Personnel Services</b>	<b>-9,041.28</b>	<b>21,600.00</b>	<b>-41.9%</b>	<b>-9,041.28</b>	<b>21,600.00</b>	<b>-41.9%</b>	<b>21,600.00</b>
8500 - Gronquist Fund Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
<b>Total 8500 - Gronquist Fund Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
<b>Total 6600 - Payroll Expenses</b>	<b>11,233.61</b>	<b>124,775.00</b>	<b>9.0%</b>	<b>11,233.61</b>	<b>124,775.00</b>	<b>9.0%</b>	<b>124,775.00</b>
<b>GENERAL FUND EXPENSES</b>	<b>408,071.29</b>	<b>0.00</b>	<b>100.0%</b>	<b>408,071.29</b>	<b>0.00</b>	<b>100.0%</b>	<b>0.00</b>
<b>ADMINISTRATION EXPENSES</b>							
6000 - Personal Services - AD	-30,266.08	45,500.00	-66.6%	-30,266.08	45,500.00	-66.6%	45,500.00
6008 - Port Manager	-29,887.20	45,000.00	-66.4%	-29,887.20	45,000.00	-66.4%	45,000.00
6009 - Administrative Assistant	-3,246.34	14,000.00	-23.2%	-3,246.34	14,000.00	-23.2%	14,000.00
6011 - Payroll Taxes - Staff	4,461.00	0.00	4,461.00	4,461.00	0.00	4,461.00	
6013 - Workmens Compensation	0.00	1,100.00	0.0%	0.00	1,100.00	0.0%	1,100.00
6016 - Employee Benefits Insurance	3,338.49	53,600.00	6.2%	3,338.49	53,600.00	6.2%	53,600.00
6009 - Personal Services - AD - Other	-14,434.97	11,500.00	-125.5%	-14,434.97	11,500.00	-125.5%	11,500.00
6000 - Personal Services - AD	10,577.41	173,200.00	6.1%	10,577.41	173,200.00	6.1%	173,200.00
<b>Total 6000 - Personal Services - AD</b>	<b>-69,530.52</b>	<b>173,200.00</b>	<b>-40.1%</b>	<b>-69,530.52</b>	<b>173,200.00</b>	<b>-40.1%</b>	<b>173,200.00</b>
6100 - Materials and Services - AD	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
6110 - Internet Service	7,735.55	4,000.00	193.4%	7,735.55	4,000.00	193.4%	4,000.00
6111 - Utilities	3,093.35	6,112.00	50.2%	3,093.35	6,112.00	50.2%	6,112.00
6112 - Office Supplies and Equipment	4,125.00	8,000.00	51.6%	4,125.00	8,000.00	51.6%	8,000.00
6114 - Insurance, Treasurer Bond	0.00	500.00	0.0%	0.00	500.00	0.0%	500.00
6115 - Dues, Subscriptions, Fees	2,031.97	3,800.00	53.5%	2,031.97	3,800.00	53.5%	3,800.00
6115-1 - Credit Card Fees	2,689.41	7,000.00	38.5%	2,689.41	7,000.00	38.5%	7,000.00
6115 - Dues, Subscriptions, Fees - Other	-4,720.38	10,800.00	-43.8%	-4,720.38	10,800.00	-43.8%	10,800.00
<b>Total 6115 - Dues, Subscriptions, Fees</b>	<b>309.50</b>	<b>2,000.00</b>	<b>15.5%</b>	<b>309.50</b>	<b>2,000.00</b>	<b>15.5%</b>	<b>2,000.00</b>
6116 - Audit Budget, Legal Notices	1,850.14	2,000.00	92.5%	1,850.14	2,000.00	92.5%	2,000.00
6117 - Telephone and Internet Svcs	0.00	250.00	0.0%	0.00	250.00	0.0%	250.00
6118 - Advertising - AD	1,851.84	3,000.00	61.7%	1,851.84	3,000.00	61.7%	3,000.00
6119 - Commissioner Fees/Expenses	0.00	300.00	0.0%	0.00	300.00	0.0%	300.00
6120 - Medics for Commissioners	385.00	2,000.00	19.3%	385.00	2,000.00	19.3%	2,000.00
6122 - Meetings and Elections	448.02	200.00	224.0%	448.02	200.00	224.0%	200.00
6123 - Miscellaneous - AD	0.00	1,000.00	0.0%	0.00	1,000.00	0.0%	1,000.00
6124 - Consultant Services	0.00	100,000.00	0.0%	0.00	100,000.00	0.0%	100,000.00
6125 - Contingency	0.00	3,000.00	0.0%	0.00	3,000.00	0.0%	3,000.00
6127 - Commissioner Conference & Travel	288.56	500.00	57.7%	288.56	500.00	57.7%	500.00
6128 - Staff Travel/Food/Lodging	60.00	700.00	8.6%	60.00	700.00	8.6%	700.00
6129 - Postage	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
6130 - Printing	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
6131 - Office Equipment	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
6180 - Materials and Services - AD - Other	24,788.10	153,462.00	16.2%	24,788.10	153,462.00	16.2%	153,462.00
<b>Total 6100 - Materials and Services - AD</b>	<b>24,788.10</b>	<b>153,462.00</b>	<b>16.2%</b>	<b>24,788.10</b>	<b>153,462.00</b>	<b>16.2%</b>	<b>153,462.00</b>
6150 - Capital Outlay - AD	0.00	100,000.00	0.0%	0.00	100,000.00	0.0%	100,000.00
6151 - Land Improvements/Developments	0.00	50,000.00	0.0%	0.00	50,000.00	0.0%	50,000.00
6184 - Office Equipment	760.70	150,000.00	0.5%	760.70	150,000.00	0.5%	150,000.00
<b>Total 6150 - Capital Outlay - AD</b>	<b>760.70</b>	<b>150,000.00</b>	<b>0.5%</b>	<b>760.70</b>	<b>150,000.00</b>	<b>0.5%</b>	<b>150,000.00</b>
6170 - Transfers Out of General Fund	1,346.59	411,846.00	0.3%	1,346.59	411,846.00	0.3%	411,846.00
<b>ADMINISTRATION EXPENSES - Other</b>	<b>-42,634.73</b>	<b>885,505.00</b>	<b>-4.8%</b>	<b>-42,634.73</b>	<b>885,505.00</b>	<b>-4.8%</b>	<b>885,505.00</b>
<b>Total ADMINISTRATION EXPENSES</b>							
6600 - Personal Services	0.00	1,650.00	0.0%	0.00	1,650.00	0.0%	1,650.00
6601 - Employee Benefits	0.00	4,200.00	0.0%	0.00	4,200.00	0.0%	4,200.00
6610 - Maintenance Person	-9,041.28	13,100.00	-69.0%	-9,041.28	13,100.00	-69.0%	13,100.00
6611 - Payroll Taxes	0.00	2,000.00	0.0%	0.00	2,000.00	0.0%	2,000.00



**PORT OF ARLINGTON**  
**Profit & Loss Budget Performance**  
July 2022 through June 2023

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Cash Basis

	Jul '22 - Jun '23	% of Budget	Budget	Jul '22 - Jun '23	YTD Budget	% of Budget	Annual Budget
6612 - Worker's Comp Insurance	0.00	0.0%	550.00	0.00	550.00	0.0%	550.00
6613 - Other	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
<b>Total 6600 - Personal Services</b>	<b>-9,041.28</b>	<b>-42.1%</b>	<b>21,500.00</b>	<b>-9,041.28</b>	<b>21,500.00</b>	<b>-42.1%</b>	<b>21,500.00</b>
6620 - Materials & Services	0.00	0.0%	5,000.00	0.00	5,000.00	0.0%	5,000.00
6621 - Water Fees	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
6622 - Sewer Fees	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
6623 - Comfort Station Supplies	618.21	27.3%	3,000.00	618.21	3,000.00	27.3%	3,000.00
6624 - Park Electricity	2,777.43	55.5%	5,000.00	2,777.43	5,000.00	55.5%	5,000.00
6625 - Pest Control / Chem & Fert.	0.00	0.0%	1,000.00	0.00	1,000.00	0.0%	1,000.00
6626 - Insurance	0.00	0.0%	2,500.00	0.00	2,500.00	0.0%	2,500.00
6627 - Maintenance & Supplies	2,776.80	60.0%	4,628.00	2,776.80	4,628.00	60.0%	4,628.00
6628 - Miscellaneous	0.00	0.0%	100.00	0.00	100.00	0.0%	100.00
6629 - Materials & Services - Other	32.20	0.0%	0.00	32.20	0.00	0.0%	0.00
<b>Total 6620 - Materials &amp; Services</b>	<b>7,038.34</b>	<b>31.8%</b>	<b>22,100.00</b>	<b>7,038.34</b>	<b>22,100.00</b>	<b>31.8%</b>	<b>22,100.00</b>
6630 - Capital Outlay	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
6631 - Marine Board Grant Match	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
6632 - Construction Grant	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
6633 - Construction Repair	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
6634 - Engineering & Surveying	851.92	17.0%	5,000.00	851.92	5,000.00	17.0%	5,000.00
6635 - Island Park Construction Grant	0.00	0.0%	500.00	0.00	500.00	0.0%	500.00
<b>Total 6630 - Capital Outlay</b>	<b>851.92</b>	<b>15.5%</b>	<b>5,500.00</b>	<b>851.92</b>	<b>5,500.00</b>	<b>15.5%</b>	<b>5,500.00</b>
<b>Total ISLAND PARK - Other</b>	<b>210.00</b>	<b>-1.9%</b>	<b>46,100.00</b>	<b>210.00</b>	<b>46,100.00</b>	<b>-1.9%</b>	<b>46,100.00</b>
<b>Total ISLAND PARK</b>	<b>-941.02</b>	<b>-2.0%</b>	<b>46,100.00</b>	<b>-941.02</b>	<b>46,100.00</b>	<b>-2.0%</b>	<b>46,100.00</b>
<b>MARINA</b>							
6700 - Personal Services	0.00	0.0%	1,000.00	0.00	1,000.00	0.0%	1,000.00
6701 - Employee Retirement	-6,027.52	-60.3%	9,900.00	-6,027.52	9,900.00	-60.3%	9,900.00
6702 - Maintenance Person	0.00	0.0%	300.00	0.00	300.00	0.0%	300.00
6703 - Worker's Comp Insurance	0.00	0.0%	200.00	0.00	200.00	0.0%	200.00
6704 - Other	0.00	0.0%	2,800.00	0.00	2,800.00	0.0%	2,800.00
<b>Total 6700 - Personal Services - Other</b>	<b>-6,027.52</b>	<b>-42.4%</b>	<b>14,200.00</b>	<b>-6,027.52</b>	<b>14,200.00</b>	<b>-42.4%</b>	<b>14,200.00</b>
6705 - Materials & Services	0.00	0.0%	5,000.00	0.00	5,000.00	0.0%	5,000.00
6706 - Marine Electricity	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
6707 - CMB Repairs - 1/2 MAPS	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
6708 - Insurance	83.70	1.7%	5,000.00	83.70	5,000.00	1.7%	5,000.00
6709 - Marina Maint. & Supplies	1,189.00	24.0%	5,000.00	1,189.00	5,000.00	24.0%	5,000.00
6710 - Contractual Services	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
6711 - Marina Fuel	3,593.25	100.0%	3,593.25	3,593.25	0.00	0.00	0.00
6712 - Marina Diesel	12,491.04	100.0%	12,491.04	12,491.04	25,000.00	100.0%	25,000.00
6713 - Marina Gas	421.00	17.7%	2,375.00	421.00	2,375.00	17.7%	2,375.00
6714 - Marina Fuel - Other	16,463.39	65.9%	25,000.00	16,463.39	25,000.00	65.9%	25,000.00
<b>Total 6705 - Materials &amp; Services - Other</b>	<b>17,765.98</b>	<b>41.1%</b>	<b>43,200.00</b>	<b>17,765.98</b>	<b>43,200.00</b>	<b>41.1%</b>	<b>43,200.00</b>
6720 - Capital Outlay	375.00	375.0%	100.00	375.00	100.00	375.0%	100.00
6721 - Marina Improvements	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
6722 - Marina Surveying	201.31	100.0%	0.00	201.31	0.00	100.0%	0.00
6723 - Marina Improvements Other	0.00	0.0%	100.00	0.00	100.00	0.0%	100.00
<b>Total 6720 - Capital Outlay</b>	<b>576.31</b>	<b>192.1%</b>	<b>300.00</b>	<b>576.31</b>	<b>300.00</b>	<b>192.1%</b>	<b>300.00</b>
<b>MARINA - Other</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
<b>Total MARINA</b>	<b>12,314.77</b>	<b>21.3%</b>	<b>57,700.00</b>	<b>12,314.77</b>	<b>57,700.00</b>	<b>21.3%</b>	<b>57,700.00</b>
<b>RV PARK EXPENSES</b>							
6300 - Personal Services - RV	0.00	0.0%	1,100.00	0.00	1,100.00	0.0%	1,100.00
6301 - Employment Services - RV	-6,027.52	-68.5%	8,800.00	-6,027.52	8,800.00	-68.5%	8,800.00
6302 - Maintenance Person - RV	0.00	0.0%	1,300.00	0.00	1,300.00	0.0%	1,300.00
6303 - Workers Compensation - RV	0.00	0.0%	200.00	0.00	200.00	0.0%	200.00
6304 - Employee Benefits - RV	0.00	0.0%	2,600.00	0.00	2,600.00	0.0%	2,600.00
<b>Total 6300 - Personal Services - RV</b>	<b>-6,027.52</b>	<b>-46.0%</b>	<b>13,100.00</b>	<b>-6,027.52</b>	<b>13,100.00</b>	<b>-46.0%</b>	<b>13,100.00</b>
6320 - Materials & Services - RV	598.00	10.2%	5,000.00	598.00	5,000.00	10.2%	5,000.00
6321 - Water Fees - RV	1,380.00	68.0%	2,000.00	1,380.00	2,000.00	68.0%	2,000.00
6322 - Sanitation - RV	0.00	0.0%	13,000.00	0.00	13,000.00	0.0%	13,000.00
6323 - Electricity - RV / Park	1,000.00	10.0%	10,000.00	1,000.00	10,000.00	10.0%	10,000.00
6324 - Advertising - RV	0.00	0.0%	1,000.00	0.00	1,000.00	0.0%	1,000.00
6325 - Maintenance & Supplies - RV	472.79	9.5%	5,000.00	472.79	5,000.00	9.5%	5,000.00
6326 - Insurance - RV	0.00	0.0%	2,000.00	0.00	2,000.00	0.0%	2,000.00
6327 - Misc. - RV	0.00	0.0%	250.00	0.00	250.00	0.0%	250.00
6328 - Donations & Gifts Expense	3,187.00	46.7%	6,800.00	3,187.00	6,800.00	46.7%	6,800.00
<b>Total 6320 - Materials &amp; Services - RV</b>	<b>2,066.87</b>	<b>24.1%</b>	<b>8,603.84</b>	<b>2,066.87</b>	<b>8,603.84</b>	<b>24.1%</b>	<b>8,603.84</b>
6340 - Capital Outlay - RV	0.00	0.0%	100.00	0.00	100.00	0.0%	100.00
6341 - Grant Match	0.00	0.0%	100.00	0.00	100.00	0.0%	100.00
6342 - RV Park Equipment	0.00	0.0%	10,000.00	0.00	10,000.00	0.0%	10,000.00

**PORT OF ARLINGTON**  
**Profit & Loss Budget Performance**  
July 2022 through June 2023

6:31 PM  
09/02/23  
Cash Basis

	Jul '22 - Jun 23	Budget	% of Budget	Jul '22 - Jun 23	YTD Budget	% of Budget	Annual Budget
Total 6346 - Capital Outlay - RV	0.00	10,200.00	0.0%	0.00	10,200.00	0.0%	10,200.00
RV PARK EXPENSES - Other	-105.00	0.00	100.0%	-105.00	0.00	100.0%	0.00
Total RV PARK EXPENSES	2,471.32	60,150.00	4.1%	2,471.32	60,150.00	4.1%	60,150.00
WILLOW CREEK QUARRY							
6520 - Materials & Services - WQ	0.00	4,000.00	0.0%	0.00	4,000.00	0.0%	4,000.00
6523 - Miscellaneous - WQ	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
6524 - Travel	1,260.00	0.00	30.7%	1,260.00	4,100.00	30.7%	4,100.00
6525 - Contractual Services	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 6520 - Materials & Services - WQ	1,260.00	4,100.00	30.7%	1,260.00	4,100.00	30.7%	4,100.00
6549 - Capital Outlay - WQ	0.00	48,000.00	0.0%	0.00	48,000.00	0.0%	48,000.00
6542 - Engineering & Surveying	0.00	547,500.00	0.0%	0.00	547,500.00	0.0%	547,500.00
6540 - Capital Outlay - WQ - Other	0.00	595,900.00	0.0%	0.00	595,900.00	0.0%	595,900.00
Total 6540 - Capital Outlay - WQ	0.00	600,000.00	0.2%	1,260.00	600,000.00	0.2%	600,000.00
Total WILLOW CREEK QUARRY	1,260.00	489.06	100.0%	489.06	0.00	100.0%	0.00
GENERAL FUND EXPENSES - Other	27,090.80	1,655,458.00	-1.6%	-27,090.80	1,655,458.00	-1.6%	1,655,458.00
GENERAL FUND EXPENSES	0.00	390,694.00	0.0%	0.00	390,694.00	0.0%	390,694.00
6899 - Uncategorized Expenses	0.00	390,694.00	0.0%	0.00	390,694.00	0.0%	390,694.00
1600 - Unappropriated Ending Fund Bal.	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 6899 - Uncategorized Expenses	0.00	390,694.00	0.0%	0.00	390,694.00	0.0%	390,694.00
940B - ECON/DEVELOP/FUND EXPENSES							
PERSONNEL SERVICES							
8410 - Overtime	-30,333.29	45,500.00	-66.7%	-30,333.29	45,500.00	-66.7%	45,500.00
8410-1 - Admin. Asst. 1/3	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
8411 - Payroll Taxes	0.00	6,800.00	0.0%	0.00	6,800.00	0.0%	6,800.00
8412 - Workers Comp Ins.	0.00	860.00	0.0%	0.00	860.00	0.0%	860.00
8413 - Health Insurance	0.00	2,200.00	0.0%	0.00	2,200.00	0.0%	2,200.00
8414 - Employee Benefits - Retirement	0.00	5,500.00	0.0%	0.00	5,500.00	0.0%	5,500.00
Total PERSONNEL SERVICES	-30,333.29	60,760.00	-49.9%	-30,333.29	60,760.00	-49.9%	60,760.00
MATERIALS AND SERVICES							
8421 - Travel/Food/Lodging	0.00	4,000.00	0.0%	0.00	4,000.00	0.0%	4,000.00
8422 - Training/Seminars/Conventions	0.00	1,000.00	0.0%	0.00	1,000.00	0.0%	1,000.00
8423 - Office Supplies & Equipment	2.36	2,500.00	0.1%	2.36	2,500.00	0.1%	2,500.00
8424-3 - Consultant	6,000.00	500.00	1,200.0%	6,000.00	500.00	1,200.0%	500.00
8425 - Utilities	0.00	3,500.00	0.0%	0.00	3,500.00	0.0%	3,500.00
8426 - Advertising & Marketing	950.00	1,500.00	39.5%	950.00	1,500.00	39.5%	1,500.00
8427 - Telephone & Internet Service	3,500.00	2,100.00	166.7%	3,500.00	2,100.00	166.7%	2,100.00
8428-2 - A Town Throw Down	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
8429-2 - Telephone & Internet Service	0.00	1,500.00	0.0%	0.00	1,500.00	0.0%	1,500.00
8428 - Website Develop. & Maint.	0.00	2,500.00	0.0%	0.00	2,500.00	0.0%	2,500.00
8429 - City of Arlington In Situ Lease	3,600.00	15,000.00	24.0%	3,600.00	15,000.00	24.0%	15,000.00
8430-2 - Grant Match	0.00	1,000.00	0.0%	0.00	1,000.00	0.0%	1,000.00
8430-4 - Property Taxes	22,575.26	11,000.00	205.2%	22,575.26	11,000.00	205.2%	11,000.00
8433 - Telecom Intrastr Creation	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
8435 - Contingency	0.00	102,344.00	0.0%	0.00	102,344.00	0.0%	102,344.00
Total MATERIALS AND SERVICES	33,070.64	153,444.00	21.6%	33,070.64	153,444.00	21.6%	153,444.00
CAPITAL OUTLAY							
8431 - Land Improvements/Development	0.00	617,000.00	0.0%	0.00	617,000.00	0.0%	617,000.00
8432 - Engineering & Surveying	0.00	45,000.00	0.0%	0.00	45,000.00	0.0%	45,000.00
8435 - Building Projects/Tenant Improv	0.00	65,500.00	0.0%	0.00	65,500.00	0.0%	65,500.00
Total CAPITAL OUTLAY	0.00	727,500.00	0.0%	0.00	727,500.00	0.0%	727,500.00
DEBT SERVICE							
8441 - Loan - Principal	6,476.80	9,630.00	65.8%	6,476.80	9,630.00	65.8%	9,630.00
8442 - Loan - Interest	1,619.20	2,306.00	70.2%	1,619.20	2,306.00	70.2%	2,306.00
Total DEBT SERVICE	8,096.00	12,145.00	66.7%	8,096.00	12,145.00	66.7%	12,145.00
8400 - ECON/DEVELOP/FUND EXPENSES - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 8400 - ECON/DEVELOP/FUND EXPENSES	10,833.35	953,949.00	1.1%	10,833.35	953,949.00	1.1%	953,949.00
RESERVE FUND EXPENSES							
3800 - Repair/Maint./Grant Match	0.00	90,194.00	0.0%	0.00	90,194.00	0.0%	90,194.00
Total RESERVE FUND EXPENSES	0.00	90,194.00	0.0%	0.00	90,194.00	0.0%	90,194.00
Total Expense	-403,047.65	3,214,970.00	12.5%	-403,047.65	3,214,970.00	12.5%	3,214,970.00
Net Ordinary Income	183,954.45	-2,251,239.00	-8.2%	183,954.45	-2,251,239.00	-8.2%	-2,251,239.00
Other Income/Expense	2,343.09	0.00	0.0%	2,343.09	0.00	0.0%	0.00
8800 - Environ. Sentry Corp. Projects	2,343.09	0.00	0.0%	2,343.09	0.00	0.0%	0.00
Total Other Expense	-2,343.09	0.00	0.0%	-2,343.09	0.00	0.0%	0.00
Net Other Income	181,611.36	-2,251,239.00	-8.1%	181,611.36	-2,251,239.00	-8.1%	-2,251,239.00
Net Income							



# DIRECTOR REPORT

March 2, 2023

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## **4.1 Strategic Business Plan**

Strategic Business Plan – Received Monthly Report by Cori Mikkalo, Fair Winds Consulting, LLC. Excellent input, ideas, and enthusiasm at our Workshop on Feb 13.

## **4.2 Workforce Housing**

Gilliam County Court is aggressively targeting expanded workforce housing plans and options. We met together for a Joint Workshop March 1. We discussed mutual goals, effort, and synergy. The Port is pursuing an aim to transform the former Condon Grade School into workforce housing, by collaboration with the City of Condon. In addition, we are evaluating other potential projects.

## **4.3 Enterprise Zone Designation**

Gilliam County leads the process for Enterprise Zone Designation and related public meetings. The Port was asked to be a co-sponsor, together with the City of Arlington and the City of Condon. This is a logical pattern as the Port is involved in economic development and business expansion. Enterprise Zone designation may provide tax benefit for the first three to five years of operation. It can effectively serve as a recruitment tool, and it is widely utilized to attract and retain business. This info is provided as a preview for upcoming Enterprise Zone meeting hosted by Gilliam County and for an upcoming Resolution by the Port.

## **4.4 Hangar Building Electrical Repair**

We pursued multiple cost estimate quotes for the Hangar building electrical safety review/repair. Repairs are needed because of earlier non-standard electrical installations performed years ago. Safety is paramount to resolve before proceeding with a new lease. We will report bids received, and request authorization to perform the work.

## **4.5 Promotional Efforts**

Thanks to Leah, we researched the “Arlington” sign on top of the grain bin tower at the Port Island. As cost details are obtained, we will collaborate with all partners to repair and refurbish the sign. In addition, we appreciate creative ideas to paint a super-sized mural and welcoming message. It’s great to see a sense of ownership and pride. We are awaiting proposals/bids for further action.

## **4.6 Employee Handbook Update**

Clarity regarding Sick, Comp, and Flex Time, and Timesheets is needed, by updating Port policy. A draft revision will be prepared, with a corresponding Resolution.

## **4.7 Amendment of Lease Agreement**

For River’s Edge, the transition in ownership is adjusted to include Pat Shannon as Co-Lessee. This Amendment is consistent with prior Board action and helps to provide continued operations. Therefore, I will sign the agreement now, and ask the Board to ratify on March 9.

## **4.8 Intergovernmental Agreement Amendment**

The Intergovernmental Agreement (IGA) with Gilliam County that previously identified the Willow Creek dock project will be amended to Workforce Housing with flexibility as we pursue projects. Approval recommended.



Port of Arlington Strategic Business Plan Update  
Progress Report for: February 2023

Port of Arlington,

Fair Winds Consulting is on schedule with the Port of Arlington Strategic Business Plan, and all but one task outlined in the proposal timeline for February was accomplished.

Fair Winds continued work on the Port of Arlington Strategic Business Plan. The goals for this month were to hold Port Staff Work Session one on 15FEB23, draft the Port's history, mission and goals, draft role in Gilliam County, conduct an initial trend analysis on industry growth and assessment of regional competitiveness, continue the market opportunities analysis, review studies from community partners, complete stakeholder interviews, complete the community survey and submit the progress report on 28FEB23.

The February 15<sup>th</sup> meeting was productive, with the Commissioners and Port Staff completing a robust list of initial goals and projects for the Port to work on over the next 10 years. Participation was enthusiastic from all Commissioners, and several short term and long-term goals were identified. These goals were placed into a list and divided by category. The list of goals is attached to this progress report.

The Community Survey will be closed on 01MAR23. At this point in time, we have received a total of 31 responses, with 21 from Arlington, 06 from Condon and 04 from rural Gilliam County. There was good participation with several ideas generated for the Port, as well as assisting with identifying knowledge gaps. In order to avoid redundant reports and allow for last minute completions of the survey, a final report will be generated after the survey is closed and sent to the Port separately by 07MAR23.

Stakeholder interviews have continued, with the Mayor of Arlington, Mayor of Condon, Arlington City Council member, and Threemile Canyon Farm. Mid-Columbia Producers, Waste Management and Brookfield Renewables are currently filling out their questionnaires, and I am coordinating a phone call with Union Pacific. I am still attempting to get in touch with Tidewater, Avangrid, Pacific NW Recycling and Insitu. A summary of current stakeholder interview input is included as an attachment.

Work continues on the trend and market opportunities analysis, as well as the industry growth and regional competitiveness. One major finding from this work is that Gilliam County's industrial property isn't being as well advertised as it should.

The rough draft of the strategic business plan was cleaned up this month, with general formatting improvements and placeholder pictures added. The overall goals and strategic objectives generated from work session one were added. Operating policies was organized, policy context was improved, as well as the chapter on situational analysis, strategic action plan and goals, and a capital improvement plan section was added based on generated goals from the work session.

**Work completed:**

Port Staff Work Session One

Port History, Mission and Goals drafted.

Port Role in Gilliam County Drafted

Overview of Port started.

Initial Trend Analysis on Industry Growth and assessment of regional competitiveness  
Continue Market opportunities analysis (future and current Port Markets)  
Reviewed studies/plans from Community partners.  
Continued Industry Stakeholder Interviews  
Community Survey  
Submit progress report 28FEB23.

**Roadblocks:**

Weather and scheduling conflicts put off site visits for one more month.

**Requests for the Port:**

Please use the attached list of initial goals and strategic objectives as part of your budgeting process in March and April. Add and subtract objectives as you see fit, and note estimated completion timelines and estimated costs, if any costs are discussed. The timeline can be in the form of a year estimate, i.e. 2025 or 1-3 years, 3-5 years, 5-10, etc. This will refine the first list of goals and objectives into a useful document that is in alignment with the Port's goals and budget.

**Next month's tasks:**

Initial Site Visits  
Finalized summary of community survey and stakeholder interviews.  
Port Overview drafted (resources, policies, procedures, financial and market conditions)  
Begin in-depth financial plan (include future years revenue projections, strategies, and priorities)  
Submit progress report 31MAR23.

**Attachments:**

Goals and Objectives Sheet  
Stakeholder Interview Initial Summary  
Draft Strategic Business Plan



## PORT OF ARLINGTON GOALS

### Draft Big Picture/overarching goals for the Port of Arlington:

- **Marine property and facilities:** Maintain and enhance waterfront marine facilities to expand tourism, recreation and business development; support safe river access for boaters and provide high quality personal vessel moorage facilities.
- **Recreational property and facilities:** Maintain and improve the RV Park, dry campground, boat launch and related facilities to provide competitive amenities and increase revenue generation.
- **Industrial Property:** Maximize the development potential of the Port's properties through increasing utility and infrastructure capacity in a fiscally sustainable manner that efficiently and effectively supports regional development and Port customers, both existing and perspective.
- **Aviation property:** Enhance transportation connections to promote business, tourism and recreation opportunities within the district.
- **Commercial property:** Enhance the economic development within the district through well-planned and collaborative commercial property acquisition, development and improvement.
- **Management and commission structure:** Employ best management practices for the Port through continuing education for staff and commissioners and pursuing opportunities for collaboration and partnership with other local and regional agencies.
- **Financial:** Assure the Port's fiscal stability and reliable financial condition for its ongoing strategic future by capturing all revenue streams, leasing out current assets and pursuing additional funding opportunities.
- **Environmental:** Collaborate with district entities to encourage and maintain sound environmental stewardship of all lands, facilities and waters within the District and continue to use the Environmental Sentry Corp to conduct remediation activities throughout the county.
- **Marketing and Communications:** Effectively market Port and County assets and services to maximize community and economic development; improve communications among all District entities.
- **Economic Development:** Contribute to the economic development of the Port district through growing tourism activities, supporting local businesses and pursuing economic development opportunities in collaboration with the City of Arlington, City of Condon and Gilliam County.





- **Resilience:** Anticipate, prepare for, and adapt to both natural and non-natural hazards and support Oregon’s and Gilliam County’s Emergency Management Planning.
- **Community:** Manage Port assets and support community initiatives that promote job growth, community development and recreational opportunities that enhance quality of life for all district residents.

**GOALS AND OBJECTIVES**

**A. PROPERTY**

*Property goal: Manage port properties to maximize economic and community development in the district.*

**A.1. Marine Properties and Facilities Strategic Objectives**

A.1.1. Maintain and improve the marina and docks to encourage tourism and recreation, support of existing and new businesses and create reliable income streams for the Port.

A.1.1 Action Plan	Priority	Timeframe
Increase the number of moorage slips available for long term rental, increase the size of moorage slips to accommodate larger boats.		
Upgrade and move the lift station.		
Reuse barge dock supplies from Willow Creek for houseboat moorage		
Upgrade dock facilities as needed to provide competitive amenities for boaters.		

A.1.2 Enhance the peninsula west of the grain elevator to expand tourism, recreation, job growth and business development for the district.

A.1.2 Action Plan	Priority	Timeframe
Explore the feasibility of a Port owned snack shack/food cart/craft cart to be open seasonally to support tourism and recreation; explore alternative buildings options such as temporary cart or shipping container buildings.		1-3 years
Explore the feasibility of installing a ramp/dock for cruise ships; if economically feasible install ramp/dock.		5-10 years
Install utility hookups on the Peninsula to support businesses and camping; water, sewer, power, internet.		



Install a covered viewing station/wind shelter for viewing the Columbia River; if possible, coordinate with public arts group to make it a functional artwork piece.		
Conduct paving operations; pave a road with parking to organize the peninsula; pave a perimeter walking path.		
Conduct landscaping or hardscaping on the Peninsula to make it more attractive to business owners and tourists and draw people off of the Interstate; explore installation of lights, public art installation or repurposing barge dock supplies from Willow Creek.		
Work closely with the City of Arlington on building plans, zoning requirements and regulations.		
Put up signs to advertise local businesses with phone numbers.		
Explore feasibility of installing supersized play equipment; if feasible install.		
Coordinate with the Army Core of Engineers for conducting erosion control operations on the Peninsula.		

A.1.3 Maintain the marina and peninsula infrastructure to support the long-term viability of the waterfront property.

A.1.3 Action Plan	Priority	Timeframe
Explore options for the construction or use of existing facilities to serve as a new Port office; if feasible move the office.		
Install a laundromat to serve RV park, campers and the community; if the Port Office is relocated re-use that space.		
Repair Arlington Sign		
Purchase a backhoe or bobcat to assist with regular port maintenance.		
Hire an artist to paint a mural on the grain bins.		
Install signage for boat traffic, including available resources, both at the Port, in the City of Arlington and in the County.		

### A.2.1 Recreational Properties Strategic Objectives

A.2.1. Maintain and improve the RV Park, campground and related facilities to provide competitive amenities for customers to increase occupancy, revenue generation and vibrancy of the campground space.

A.2.1 Action Plan	Priority	Timeframe
Pave RV spaces		
Install kayak/canoe launch with entry assist		
Develop diverse accommodations (landscaping for dry camp)		



Increase Port's online presence and develop the capacity for taking online reservations and bill pay.		
Explore feasibility of building a recreational rental space; if feasible install.		
Install electric vehicle charging stations.		
Install Wi-Fi network to cover campground, RV park and marina.		
Install a remote pay kiosk/welcome kiosk with a digital map of the Port district, local businesses and available amenities.		

### A.3 Industrial Property Strategic Objectives

#### A.3.1 Enhance economic development within the district through planned development of Willow Creek

A.3.1 Action Plan	Priority	Timeframe
Draft and implement a master plan for infrastructure, water, sewer, electrical, internet access and roads.		
Explore feasibility and advisability of developing public river access.		
Explore options for solar or hydrogen facilities and install corresponding infrastructure.		
Explore options for using the south side of railroad tracks for a lay down yard and install corresponding infrastructure.		
Explore options for establishing an aggregate loading site on the river, such as a barge dock.		
Explore options for a recreational barge dock.		
Capitalize on rail and I-84 access rather than river access for business advertisements		
Explore funding options for long haul truck rest areas through grants and other funding opportunities; capitalize on truck traffic that already pulls over at Exit 149 to sleep.		
Explore options for locating rail siding at Willow Creek; install corresponding infrastructure.		
Explore options for non-industrial use of Willow Creek, such as location of a Cultural Center, Museum or River viewpoint.		
Explore options for using Willow Creek for multi-use industrial: distribution, lay down yard, gravel pit.		





**A.3.2 Enhance economic development within the district through planned development of the Arlington Mesa**

A.3.2 Action Plan	Priority	Timeframe
Install a fence around the Flex building		
Draft and implement a master plan for infrastructure; water, sewer, electrical, internet access and roads.		
Explore options for locating a distribution center on the Mesa.		
Explore converting existing warehouse space or constructing a large building with rental bays for people who do not have garage space for hobby work (auto, wood, construction).		
Create an official entrance to the Airport and Industrial Park.		
Install official signage with a directory at the entrance to the Mesa.		
Evaluate the development of new industrial space on Port property, either fully speculative or on a build-to-suit basis.		
Further develop, widen and pave the road from HWY 19 to the Mesa.		
Support exploration of potential options for private development of workforce housing on Port Land not suited for industrial or agricultural uses.		

**A.4 Aviation Properties Strategic Objectives**

**A.4.1 Enhance transportation connections to promote business, tourism and recreation opportunities within the district.**

A.4.1 Action Plan	Priority	Timeframe
Explore leasing the airport from the city; implement if feasible.		
Evaluate developing the second story of the airplane hangar into apartments.		
Further develop airport infrastructure, including paving the runway.		
Develop existing hangar for planes, pilots lounge, restaurant space; make it more desirable for potential clients		
Install a fuel station for airplane traffic.		
Encourage the retention and expansion of airport uses to accommodate a lively airport district.		
Assist with water and fuel option installation at the State-owned Condon Airport.		
Respond to unanticipated opportunities that contribute to the district's economic development or revenue enhancement goals.		



**A.5 Commercial Property Strategic Objectives**

A.5.1 Enhance the economic development within the district through well-planned and collaborative commercial property acquisition, development, and improvement.

A.5.1 Action Plan	Priority	Timeframe
Follow up on potential interest on 1.2 acres between Gronquist and Watco buildings; install build to suit infrastructure.		
Make the Gronquist Building more attractive to current and perspective renters through additional landscaping, installation of sidewalks, and planting trees.		
Install an electric vehicle charging station for golfers.		
Expand the use of the Gronquist Building as a Community Center.		
Install signs for the Gronquist Building, BBQ and Golf Course		
Explore options for further development of the 1 <sup>st</sup> story of the Gronquist building, including installation of a kitchenette in the large conference room, and potentially using the large room as the new port office.		
Maintain and improve port owned facilities to simultaneously maximize revenues and community benefit to the extent possible.		
Respond to unanticipated opportunities that contribute to the district's economic development or revenue enhancement goals.		

**B. MANAGEMENT**

*Management Goal: Employ best management practices for the Port through continuing education for staff and commissioners and pursuing opportunities for collaboration and partnership with other local and regional agencies.*

B.1.1. Ensure timely creation, adoption, and implementation of best management practices for Port ordinances, policies, and procedures.

B.1.1 Action Plan	Priority	Timeframe
Re-evaluated Port Commissioner Zones in conjunction with the County.		
Annually review permanent staffing to determine if there are enough personnel to meet port needs; hire additional staff to meet increasing workloads.		
Complete annual review and update of Capital, Property, management, financial environmental, community, marketing, economic development and resilience strategic objectives as part of the budget process.		



B.1.2 Supply training opportunities and professional development for staff and Commissioners to ensure they have the necessary resources and tools to serve district residents and area businesses.

B.1.2 Action Plan	Priority	Timeframe
Continue to budget for and coordinate annual staff and board training		
Provide training opportunities that position the Commission and staff to seek out, access and leverage funding opportunities.		
Respond to unanticipated opportunities that contribute to the district's economic development or revenue enhancement goals.		

B.1.3 Pursue opportunities for collaboration and partnership with other local and regional agencies to improve communication, build capacity and leverage resources.

B.1.3 Action Plan	Priority	Timeframe
Continue to improve working relationships and active partnerships with Condon, Arlington, and Gilliam County.		
Develop and strengthen communication and collaboration with the Confederated Tribes of the Umatilla Indian Reservation.		
Continue to develop relationships with local economic and community development agencies, including the Oregon Frontier Chamber of Commerce and Pioneer Community Development Cooperation.		
Port management shall continue to attend partner agency meetings to keep communication open and maximize opportunities for pooling resources.	1	Ongoing
Respond to unanticipated partnership opportunities that contribute to the Port's Goals.		
Continue to update the Port's website, including posting of the Port Commission meeting minutes to help citizens stay better informed on Port activities and decisions.		
Conduct community outreach efforts to citizens and the state and federal delegations about Port activities.		





**C. FINANCIAL**

*Financial goals: Assure the Port’s fiscal stability and reliable financial condition for its ongoing strategic future by capturing all revenue streams, leasing out current assets and pursuing additional funding opportunities.*

C.1.1 Ensure adequate financial reserves for the district to achieve its mission of economic, recreational and community development. Improve Financial Reporting. Improve reliability of cash flows.

C.1.1 Action Plan	Priority	Timeframe
Maximize Port income by making an effort to capture all revenue streams.		
Implement a transient tax for the RV Park and Dry Campground.		
Continue efforts to have all available buildings and office spaces leased.		
Develop a plan with Gilliam County to spend the remaining partnership money from the state.		
Increase longevity of current port equipment by establishing equipment plans to service assets owned.		
Create a replacement schedule for Port owned equipment that wears out.		
Annually evaluate and if indicated, adjust rates for services to remain at market levels.		Ongoing
Continue to identify and implement measures to maximize revenues and reduce unnecessary expenses		Ongoing
Respond to unanticipated opportunities that contribute to the district’s economic development or revenue enhancement goals.		Ongoing
Continue to track depreciation of capital assets and incorporate into the Port’s financial reporting		
Establish a lease rate policy based on a targeted return on asset value.		
Periodically review increasing the Port’s property tax rate to cover a greater share of general Port administrative and economic development costs.		
Explore options for and implement a revenue fee structure for windsurfers.		



**D. ENVIRONMENTAL**

*Environmental goal: Collaborate with district entities to encourage and maintain sound environmental stewardship of all lands, facilities and waters within the district and continue to use the Environmental Sentry Corp to conduct remediation activities throughout the county.*

D.1.1 Collaborate with district entities, such as the City of Arlington and City of Condon to ensure sound environmental stewardship of the Port District.

D.1.1 Action Plan	Priority	Timeframe
Continue to promote sustainable operations, including renewable energy generation at the Port and in the District.		
Continue to support removal of invasive weeds in the district.		
Seek opportunities for expanded or new environmentally sustainable business development opportunities.		
Continue to incorporate environmental compliance for all facilities and operations on Port property into Port maintenance staff activities.		
Respond to unanticipated opportunities that contribute to the Port's environmental goals.		

D.1.2 Use the Environmental Sentry Corps status as a 501 3(c) to remediate dilapidated buildings and brownfield sites throughout the Port district.

D.1.2 Action Plan	Priority	Timeframe
Continue providing assistance for brownfields and similar clean-up efforts within the district to promote redevelopment.		
Complete asbestos/brownfield remediation of the Condon Grade School		
Explore option of purchasing abandoned Village Inn Restaurant in Arlington to demolish, rehabilitate, and re-develop.		
Explore options for purchasing the old Texaco and Glass Repair shop for remediation and repurposing.		
Assist the City of Arlington if requested to remediate the old Motel Downtown.		
Rewrite bylaws to allow for more assistance with critical issues facing the county, including the housing crisis.		



**E. MARKETING AND COMMUNICATIONS**

*Marketing and communications goal: Effectively market Port and County assets and services to maximize community and economic development; improve communications among all District entities.*

E.1. Maximize the effectiveness and utilization of Port assets and capabilities through an ongoing Marketing Program; actively market District and Port available land and assets .

E.1.1 Action Plan	Priority	Timeframe
Work with Gilliam County and Business Oregon on marketing available industrial lands and updating the State's and Port's available land inventory websites.		
Improve marketing of Environmental Sentry Corps to County and Cities; make sure residents know what the resource can do for them.		
Improve marketing efforts for empty buildings and port assets, increase outreach of available spaces; maintain a picture inventory easily accessible of available spaces.		
Generate a complete list of industrial property available for development in the County, assist Gilliam County, Arlington and Condon with marketing of available land.		
Develop plan on marketing to windsurfers and increasing tourism outreach.		
Increase online marketing presence through Port Website, Facebook and social medial marketing.		
Ensure Port Property is on the certified industrial list of available property on applicable state websites.		
Support city and commercial growth		
Work with Gilliam County to establish clear areas of responsibility with regards to economic development and support.		
Continue to work with the County for marketing Shutler Station.		
Continue to work with Condon to market 7 acres of industrial property.		
Continue to work with Arlington to market the Mesa.		
Identify and apply targeted marketing for Port properties, e.g., advertise campground and improvements, recreational opportunities, moorage opportunities and opportunities for development of Port Properties.		Ongoing
Utilize partner agencies such as the Oregon Frontier Chamber of Commerce to assist in marketing and advertising Port properties that are ripe for development or redevelopment		Ongoing





Use marketing to support management and community goals, including clear messaging of the Port’s mission and timely communication with district residents.		Ongoing
Employ marketing to attain community goals, e.g. event promotion, active transportation options, training opportunities, community calendar		Ongoing

**F. ECONOMIC DEVELOPMENT**

*Economic development goal: Contribute to the economic development of the Port district through growing tourism activities, supporting local businesses and pursuing economic development opportunities in collaboration with the City of Arlington, City of Condon and Gilliam County.*

**F.1.1. Grow tourism in the Port district.**

F.1.1 Action Plan	Priority	Timeframe
Promote tourism through sponsoring events, such as the A-Town Throw Down, Big River Band Festival, Show ‘n’ Shine Car Show and fishing derby.		
Partner with Cities and the Oregon Frontier Chamber of Commerce to install interpretive and informational signage.		
Promote beautification of the Port District, through programs such as public art, City Murals, and local partnerships.		

**F.1.2 Support local businesses and Port-related industries in the Port District**

F.1.1 Action Plan	Priority	Timeframe
Encourage new and expanded recreation-related businesses (e.g., gear/boat rentals) to operate in the district by providing technical assistance resources.		
Explore opportunities to promote economic activity in the winter months to support tourism-dependent businesses.		

**G. RESILIENCE**

*Resilience Goal: Anticipate, prepare for and adapt to both natural and non-natural hazards and support Oregon’s and Gilliam County’s Emergency Management Planning.*

**G.1.1. Plan ahead to help mitigate the effects of emergencies that may affect the Port.**

G.1.1 Action Plan	Priority	Timeframe
Actively participate in emergency management and hazard mitigation efforts led by Gilliam County, including Emergency Management and Fire Services.		
Build disaster resiliency into new developments		



**H. COMMUNITY**

*Community Goal: Manage Port assets and support community initiatives that promote job growth, community development and recreational opportunities that enhance quality of life for all district residents.*

H.1.1. Enhance district communities and properties by supporting relevant industries and initiatives, such as tourism and eco-tourism, recreational fishing, art and niche agriculture.

H.1.1 Action Plan	Priority	Timeframe
Maintain and enhance Port facilities to ensure their continued aesthetic appeal, ambiance, and community value.		
Collaborate with local entities (City of Arlington, City of Condon, City of Lonerock, Confederated Tribes of the Umatilla Indian Reservation, Oregon Frontier Chamber of Commerce, etc..) to accomplish community-driven initiatives, e.g. Arts & Economic development		
Respond to unanticipated opportunities that contribute to the Port's Community goals.		

**AMENDMENT OF LEASE AGREEMENT**

DATE: March 2, 2023

BETWEEN:	The Port of Arlington, a port district of the State of Oregon 100 Arlington Port Road Arlington, OR 97812	("Landlord")
	Patrick Shannon River's Edge Deli & BBQ, LLC P.O. Box 146 Arlington, OR 97812	("Lessee")
	River's Edge BBQ & Grill LLC P.O. Box 505 Arlington, OR 97812	("Co-Lessee")

**RECITALS**

- A. Lessee and the Port of Arlington, a port district of the State of Oregon ("Landlord"), entered into that certain Commercial Building Lease, dated on or about July 14, 2021 (the "Lease"), with respect to a portion of the premises located at the *Gronquist Building*, 1150 Railroad Avenue, Arlington, Oregon (also referenced as 1665 Railroad Avenue) (the "Property").
  
- B. Lessee desires to become a co-lessee with River's Edge BBQ & Grill LLC ("Co-Lessee") of Lessee's interest under the Lease, subject to Landlord's consent, and Co-Lessee is willing to accept such responsibility and assume all of the terms and obligations which would be attributed to an undivided one-half interest in Lease.
  
- C. Landlord, Lessee, and Co-Lessee further wish to amend the Lease to include additional information regarding taxes attributed to the Property

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

**Article 1**

**CO-LESSEE ADDED AND ASSUMPTION**

**1.1 Co-Lessee Added.** Lessee and Co-Lessee hereby each become co-lessees of the Property, thereby each holding an undivided one-half interest, effective as of the date set forth above (the "Effective Date").



**1.2 Assumption.** Lessee and Co-Lessee hereby each jointly and severably assume and agree to perform all obligations under the Lease and in strict accordance with the terms of the Lease, from and after the Effective Date.

**Article 2  
LANDLORD'S CONSENT**

The effectiveness of this amendment is conditioned on the Landlord's consent, as shown by Landlord's signature below. The parties acknowledge that Landlord's consent to this Agreement will not be construed as a waiver of Landlord's right to withhold consent to any subsequent amendment, sublease, or other transfer of the Lease.

**Article 3  
PREVIOUS ASSIGNMENT VOID**

A previous assignment of lease that was entered into with Landlord, Lessee, and Co-Lessee is void and shall have no further force and effect.

**Article 4  
AMENDMENT OF LEASE**

Section 2.3 of the Lease is amended to state that the payment of taxes includes taxes assessed by Gilliam County as a result of the business occupation of the Property, which was most recently assessed at \$6,186.50, but may be subject to change.

**Article 5  
MISCELLANEOUS**

**5.1 Effect of Amendment.** Except as set forth in herein, this amendment does not in any other way amend the Lease or any other agreement between the parties. The Lease is only modified as set forth herein and is in full force and effect.

**5.2 Integration.** This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements among them with respect thereto.


**5.3 Attorney Fees.** If a suit, action, arbitration, or other proceeding of any nature whatsoever, including, without limitation, any proceeding under the U.S. Bankruptcy Code, is instituted or if the services of a lawyer are retained to interpret or enforce any provision of this Agreement or with respect to any dispute relating to this Agreement, the prevailing party will be entitled to recover from the losing party its attorney fees, paralegal fees, accountant fees, and other expert fees, as well as other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith. In the event of a suit, an action, an arbitration, or other proceeding, the amount of fees will be determined by the judge or arbitrator, will include fees and expenses incurred on any appeal or review, and will be in addition to all other amounts provided by law.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

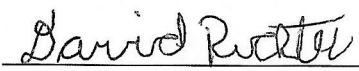
**LANDLORD:**

  
\_\_\_\_\_  
Ted Crowther  
Executive Director

**LESSEE:**

  
\_\_\_\_\_  
Patrick Shannon  
River's Edge Deli & BBQ, LLC

**CO-LESSEE:**

  
\_\_\_\_\_  
David Richter  
River's Edge BBQ & Grill LLC