



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

Special Commission Meeting

AGENDA

5:00 pm

Tuesday, January 23, 2018

Meeting Location:

Port Office

Arlington, Oregon

- 1. Call meeting to order**
- 2. Flex Building Project**
 - 2.1 Bid Results**
 - 2.2 Funding**
 - 2.3 Consider issuing Intent to Award**

Upcoming Meetings:

Regular Commission Meeting on Tuesday, February 13, 2018 Port of Arlington Office

This meeting is conducted in a handicapped accessible room

Posted: Tuesday, January 16, 2018: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington; Condon Times-Journal; Arlington City Hall; Port Office and Website

**Port of Arlington Flex Building
Funds and Options**

Project Costs

Rotschy	\$ 795,815.00
Extra Concrete	\$ 28,800.00
Contingency	\$ 50,000.00
Pillar Remaining Contract	\$ 26,000.00
Testing for project	\$ 8,000.00
B.C. Plan Review	\$ 2,800.00
BOLI Permit Fee	\$ 1,100.00
DEQ Stormwater Permit	\$ 1,990.00
Data Hookup	\$ 5,000.00
Pacific Power new service	\$ 20,000.00
Sewer & Water Connections	\$ 10,000.00
Total Project Costs (approx)	\$ 949,505.00

Project Funding Option 1 Using additional General Fund Resources

Acct 8431	\$ 9,090.00	Budget \$35,000 minus \$17,000 Condon Earmark and \$8910 Fiber to Mesa
Acct 8432	\$ (3,317.00)	Budget \$30,856 less Geotech Study and Paid Pillar Invoices
Acct 8435	\$ 948,000.00	Transfer add. \$100,000 from Gen Fund plus ED Fund carryover increase \$48,000
Total Option 1	\$ 953,773.00	

Project Funding Option 2 Using Willow Creek Funds

Acct 8431	\$ 9,090.00	Budget \$35,000 minus \$17,000 Condon Earmark and \$8910 Fiber to Mesa
Acct 8432	\$ (3,317.00)	Budget \$30,856 less Geotech Study and Paid Pillar Invoices
Acct 8435	\$ 1,048,000.00	Transfer additional \$200,000 of Willow Creek funds from General Fund
Total Option 2	\$ 1,053,773.00	

Project Funding Option 3 Using Existing Economic Development Fund Resources

Acct 8431	\$ 9,090.00	Budget \$35,000 minus \$17,000 Condon Earmark and \$8910 Fiber to Mesa
Acct 8432	\$ (3,317.00)	Budget \$30,856 less Geotech Study and Paid Pillar Invoices
Acct 8435	\$ 868,700.00	ED Fund carryover increase \$48,000; ED Fund Contingency \$20,700
Total Option 3	\$ 874,473.00	

Project Funding Option 1 leaves no room for the Port to provide any tenant improvements to the building for a prospective tenant. It reduces the contingency in the General Fund to \$29,700. Generally, the contingency is used to carryover as starting cash for the next Fiscal Year. The Capital Outlay funds in the Economic Development Fund will be reduced to \$4,268 after project completion.

Project Funding Option 2 would leave a balance of \$104,268 in the Economic Development Fund which could be used for tenant improvements or carried over to next Fiscal Year. The balance in the Willow Creek department is \$750,000.

Project Funding Option 3 does not fully fund the project as listed in the project costs. Value Engineering by removing the \$28,800 for the extra concrete would bring the cost down to \$920,705, a shortfall of \$46,232. Additional items that could be removed from the scope of work could include cutting the amount of gravel, cutting landscaping, cutting the office and bathroom, etc.

Budget Officers observation: It appears that if the Board decides on Option 1 at this time, some Willow Creek funds will need to be used for next Fiscal Year 2018-2019 to help fund expenses. Supplemental Budget Sheets attached for your review.

RESOURCES
General Fund

Port of Arlington

	Historical Data			RESOURCE DESCRIPTION	Acct. #	F Y 2017-2018	Option 1	Option 2
	Actual		Adopted Budget 2016-17			Adopted By Governing Body	Draft Supplemental Budget	Draft Supplemental Budget
	Second Preceding Year 14-15	First Preceding Year 15-16						
1	\$ 478,185.00	\$ 1,396,886.00	\$ 1,100,000.00	1. Available cash on hand* (cash basis) or	4000	\$ 1,280,000.00	\$ 1,322,700.00	\$ 1,280,000.00
2				2. Net working capital (accrual basis)				
3	\$ 3,088.00	\$ 399.42	\$ 500.00	3. Previously levied taxes estimated to be received	4011	\$ 400.00	\$ 400.00	\$ 400.00
4	\$ 6,955.00	\$ 11,966.04	\$ 6,000.00	4. Interest	4022	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
5				5. Transferred IN, from other funds				
6				6 OTHER RESOURCES				
7				7. Management Fees				
8	\$ 3,055.00	\$ 3,930.00	\$ 3,000.00	8. Land Rental	4030	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
9	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	9. Elevator Lease	4050	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
10	\$ 3,085.00	\$ 4,264.38	\$ 5,000.00	10. Marina Moorage Revenue	4210	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
11	\$ 1,496.00	\$ 9,355.92	\$ 7,500.00	11. Marina Fuel Sales	4213	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
12	\$ 60.00	\$ 395.00	\$ 200.00	12. Marina Power and Water Sales	4214	\$ 200.00	\$ 200.00	\$ 200.00
13	\$ 32,906.00	\$ 38,279.32	\$ 40,000.00	13. RV Park Revenue	4211	\$ 40,000.00	\$ 35,000.00	\$ 40,000.00
14	\$ -	\$ 100.00	\$ 100.00	14. Donations/Gifts	4400	\$ 100.00	\$ 100.00	\$ 100.00
15	\$ 1,103,908.00	\$ 818.50	\$ 100.00	15. Miscellaneous	4500	\$ 100.00	\$ 100.00	\$ 100.00
16				16. Willow Creek Rock Sales	4340	\$ 3,000.00	\$ 15,000.00	\$ 3,000.00
17	\$ -			17. SIP Funds	4130			
18			\$ 200,000.00	18. Willow Creek Reimbursement	4450			
19				19				
20				20. GRANT REVENUE	4110			
21	\$ 411,226.00			21. Marina Improvement Grant	4111			
22	\$ 6,700.00	\$ 7,250.00	\$ 7,250.00	22. MAPS Grant	4120	\$ 7,250.00	\$ 7,250.00	\$ 7,250.00
23				23. Connect Oregon Grant	4112			
24	\$ 185,000.00	\$ 140,000.00		24. Gilliam County Grant	4113			
25				25. Grant	4114	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
26	\$ 954.00			26. Safety Grant	4115			
27				27				
28				28				
29	\$ 2,246,618.00	\$ 1,623,644.58	\$ 1,379,650.00	29. Total resources, except taxes to be levied		\$ 1,477,550.00	\$ 1,527,250.00	\$ 1,477,550.00
30			\$ 100,000.00	30. Taxes estimated to be received		\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
31	\$ 104,954.00	\$ 101,474.00		31. Taxes collected in year levied				
32	\$ 2,351,572.00	\$ 1,725,118.58	\$ 1,479,650.00	32. TOTAL RESOURCES		\$ 1,577,550.00	\$ 1,627,250.00	\$ 1,577,550.00

*Includes ending balance from prior year

Historical Data			EXPENDITURE DESCRIPTION	Acct #	# Emp.	FY 2017-18		
Actual		Adopted				Adopted by Governing Body	Draft Option 1 Supplemental Budget	Draft Option 2 Supplemental Budget
2nd Preceding Year 14-15	1st Preceding Year 15-16	Budget 2016-2017						
			PERSONNEL SERVICES					
\$ 19,361.00	\$ 20,327.45	\$20,500.00	1. Port Manager 25%	6008	1	\$21,120.00	\$21,120.00	\$21,120.00
\$31,358.00	\$33,183.56	\$34,500.00	2. Administrative Assistant - Regular and OT	6009	1.25	\$43,040.00	\$43,040.00	\$43,040.00
\$3,937.00	\$4,152.08	\$4,400.00	3. Payroll Taxes	6011		\$4,600.00	\$4,600.00	\$4,600.00
\$0.00	\$0.00	\$200.00	4. Training	6012		\$200.00	\$200.00	\$200.00
\$126.00	\$225.00	\$200.00	5. Worker's Comp Insurance	6013		\$230.00	\$230.00	\$230.00
\$17,523.00	\$14,653.90	\$15,000.00	6. Employee Benefits - Insurance	6015		\$14,000.00	\$14,000.00	\$14,000.00
\$ 6,075.00	\$ 6,421.29	\$6,600.00	7. Employee Benefits - Retirement	6016		\$7,800.00	\$7,800.00	\$7,800.00
\$ 78,380.00	\$ 78,963.28	\$ 81,400.00	TOTAL PERSONNEL SERVICES			\$90,990.00	\$90,990.00	\$90,990.00
			MATERIALS & SERVICES					
\$2,181.00	\$2,818.49	\$3,000.00	8. Utilities	6111		\$3,000.00	\$3,000.00	\$3,000.00
\$2,370.00	\$2,870.48	\$3,000.00	9. Office Supplies and Equipment	6112		\$3,000.00	\$3,000.00	\$3,000.00
\$7,665.00	\$7,015.00	\$8,000.00	10. Legal Fees	6113		\$8,000.00	\$8,000.00	\$8,000.00
\$175.00	\$0.00	\$1,000.00	11. Insurance - Treasurer Bond	6114		\$500.00	\$500.00	\$500.00
\$1,338.00	\$2,826.32	\$2,000.00	12. Dues/Subscriptions/Fees	6115		\$2,000.00	\$2,000.00	\$2,000.00
	\$1,194.96		12.1 Credit Card Fees	6115-1		\$1,500.00	\$1,500.00	\$1,500.00
\$7,134.00	\$7,346.88	\$8,000.00	13. Audit, Budget, Legal Notices	6116		\$8,000.00	\$8,000.00	\$8,000.00
\$1,691.00	\$1,523.20	\$2,000.00	14. Telephone and Internet	6117		\$2,000.00	\$2,000.00	\$2,000.00
(\$809.00)	\$300.35	\$500.00	15. Staff Travel / Food / Lodging	6128		\$500.00	\$500.00	\$500.00
\$2,050.00	\$2,400.00	\$2,500.00	16. Commissioners Fees & Expenses	6119		\$2,500.00	\$2,500.00	\$2,500.00
\$157.00	\$183.61	\$300.00	17. Medicare-SS for Commissioners	6120		\$300.00	\$300.00	\$300.00
\$2,039.00	\$1,486.62	\$3,000.00	18. Commissioner Conferences & Travel	6127		\$3,000.00	\$3,000.00	\$3,000.00
\$571.00	\$528.15	\$500.00	19. Postage	6129		\$500.00	\$500.00	\$500.00
\$273.00	\$0.00	\$2,000.00	20. Meetings & Elections	6122		\$2,000.00	\$2,000.00	\$2,000.00
\$663.00	\$560.99	\$300.00	21. Miscellaneous	6123		\$200.00	\$200.00	\$200.00
\$800.00	\$1,000.00	\$1,000.00	22. Donations	6121		\$1,000.00	\$1,000.00	\$1,000.00
\$107.00	\$0.00	\$500.00	23. Advertising	6118		\$250.00	\$250.00	\$250.00
			24. Consultant	6124		\$2,000.00	\$2,000.00	\$2,000.00
\$28,405.00	\$32,055.05	\$37,600.00	TOTAL MATERIALS & SERVICES			\$40,250.00	\$40,250.00	\$40,250.00
\$0.00	\$0.00	\$31,402.00	25. CONTINGENCY	6126		\$80,260.00	\$29,960.00	\$80,260.00
\$106,785.00	\$111,018.33	\$150,402.00	Total Expenditures - This Page			\$211,500.00	\$161,200.00	\$211,500.00
\$0.00	\$0.00	\$0.00						
\$106,785.00	\$111,018.33	\$150,402.00	TOTAL			\$211,500.00	\$161,200.00	\$211,500.00

DETAILED EXPENDITURES

FORM
LB-31

WILLOW CREEK FACILITY - GENERAL

Port of Arlington
Budget FY 2017-18

Historical Data			EXPENDITURE DESCRIPTION	Acct #	Budget FY 2017-18	
Actual		Adopted			Adopted by Governing Body	Draft Option 2 Supplemental Budget
2nd Preceding Year 14-15	1st Preceding Year 15-16	Budget 2016-2017				
			PERSONNEL SERVICES			
\$0.00	\$0.00	\$0.00	1. Administrative Asst.			
\$0.00	\$0.00	\$0.00	2. Payroll Taxes - Staff			
\$0.00	\$0.00	\$0.00	3. Worker's Comp Insurance			
\$0.00	\$0.00	\$0.00	TOTAL PERSONNEL SERVICES		\$0.00	\$0.00
			MATERIALS AND SERVICES			
\$0.00	\$0.00	\$500.00	4. Travel	6524	\$100.00	\$100.00
\$0.00	\$0.00	\$0.00	5. Training		\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	6. Legal Fees (Grant from Gilliam County)	6522	\$0.00	\$0.00
\$635.00	\$1,147.97	\$250.00	7. Permits; Miscellaneous	6523	\$1,200.00	\$1,200.00
\$0.00	\$0.00	\$0.00	8. Contractual Services		\$0.00	\$0.00
\$635.00	\$1,147.97	\$750.00	TOTAL MATERIALS & SERVICES		\$1,300.00	\$1,300.00
			CAPITAL OUTLAY			
\$0.00	\$303,922.45	\$957,798.00	9. Construction/Dock Removal	6540	\$948,700.00	\$748,700.00
\$18,286.00	\$21,707.16		10. Engineering & Surveying	6542	\$0.00	\$0.00
\$18,286.00	\$325,629.61	\$957,798.00	TOTAL CAPITAL OUTLAY		\$948,700.00	\$748,700.00
			DEBT SERVICE			
\$0.00	\$0.00	\$0.00	11. Loan - Principal		\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	12. Loan - Interest		\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	TOTAL DEBT SERVICE		\$0.00	\$0.00
\$18,921.00	\$326,777.58	\$958,548.00	TOTAL EXPENDITURES		\$950,000.00	\$750,000.00
			UNAPPROPRIATED ENDING FUND BALANCE			
\$18,921.00	\$326,777.58	\$958,548.00	TOTAL		\$950,000.00	\$750,000.00

RESOURCES

FORM
LB-20

Economic Development Fund

Port of Arlington

Established FY 2011-2012

Fund

Historical Date			FY 2017-2018					
Actual		Adopted Budget	RESOURCE DESCRIPTION	Acct #	Adopted By Governing Body	Draft Option 1 Supplemental Budget	Draft Option 2 Supplemental Budget	
2nd Preceding Year 14-15	1st Preceding Year 15-16	2016-17						
Beginning Fund Balance:								
\$273,780.00	\$401,946.00	\$390,000.00	1. Carryover (cash basis)	5005	\$850,000.00	\$ 598,000.00	\$ 598,000.00	
\$0.00	\$0.00	\$0.00	2. Net working capital* (accrual basis)					
			OTHER RESOURCES					
\$0.00	\$0.00	\$0.00	3. Mesa Industrial Shadow Plats 1 thru 16	5030				
			4. Building Lease					
\$91,200.00	\$91,200.00	\$91,200.00	a. 11-002	5031	\$91,200.00	\$ 91,200.00	\$ 91,200.00	
\$12,000.00	\$12,000.00	\$12,000.00	b. 11-004	5032	\$27,000.00	\$ 27,000.00	\$ 27,000.00	
\$0.00	\$0.00	\$0.00	c. Other	5033				
\$109,000.00	\$260,000.00	\$400,000.00	5. Grants - Gilliam County Economic Development	5113	\$250,000.00	\$ 250,000.00	\$ 250,000.00	
\$20,887.00	\$20,345.00		6. Grants - Other	5116	\$6,000.00	\$ 6,000.00	\$ 6,000.00	
\$25,569.00	\$25,543.00	\$25,000.00	7. SIP Funds	5130	\$25,000.00	\$ 25,000.00	\$ 25,000.00	
\$5,415.00	\$0.00	\$1,000.00	8. Unanticipated Grant Funds	5114	\$1,000.00	\$ 1,000.00	\$ 1,000.00	
\$0.00	\$0.00	\$0.00	9. Loans	5300				
\$60,000.00		\$100,000.00	10. Transfer from General Fund	5600	\$200,000.00	\$ 300,000.00	\$ 400,000.00	
\$0.00	\$12,778.00	\$60,000.00	11. Ag Lab Income	5500	\$0.00			
\$0.00	\$0.00	\$776,000.00	12. Telecommunication Infrastructure Creation	5115				
\$597,851.00	\$823,812.00	\$1,855,200.00	Total resources, except taxes to be levied		\$1,450,200.00	\$1,298,200.00	\$1,398,200.00	
		\$0.00	Taxes necessary to balance		\$0.00	\$ -	\$ -	
			Taxes collected in year levied					
\$597,851.00	\$823,812.00	\$1,855,200.00	TOTAL RESOURCES		\$1,450,200.00	\$1,298,200.00	\$1,398,200.00	

**DETAILED EXPENDITURES
ECONOMIC DEVELOPMENT FUND**

Established FY 2011-2012

Historical Data			EXPENDITURE DESCRIPTION	Acct #	Budget for Fis	DRAFT Option 1	DRAFT Option 2			
Actual		Adopted Budget						Adopted by Governing Body	Supplemental Budget	Supplemental Budget
2nd Preceding Year 14-15	1st Preceding Year 15-16	2016-17								
			PERSONNEL SERVICES							
\$58,082.00	\$60,982.67	\$62,000.00	1. Officer (3/4)	8410	\$64,000.00	\$64,000.00	\$64,000.00			
\$16,154.00	\$17,094.51	\$17,500.00	2.1 Administrative Assistant (1/3)	8410-1	\$18,000.00	\$18,000.00	\$18,000.00			
\$0.00	\$17,746.12	\$55,000.00	2.2 Lab Technician	8410-2	\$0.00	\$0.00	\$0.00			
\$5,748.00	\$7,421.12	\$11,000.00	3. Payroll Taxes	8411	\$8,500.00	\$8,500.00	\$8,500.00			
\$125.00	\$0.00	\$1,200.00	4. Worker's Comp Insurance	8412	\$300.00	\$300.00	\$300.00			
\$24,309.00	\$25,678.80	\$37,200.00	5. Employee Benefits - Insurance	8413	\$29,000.00	\$29,000.00	\$29,000.00			
\$8,895.00	\$10,898.93	\$16,140.00	6. Employee Benefits - Retirement	8414	\$12,000.00	\$12,000.00	\$12,000.00			
\$113,313.00	\$139,822.15	\$200,040.00	TOTAL PERSONNEL SERVICES		\$131,800.00	\$ 131,800.00	\$ 131,800.00			
			MATERIALS AND SERVICES							
\$3,695.00	\$5,628.85	\$7,500.00	7. Travel / Food / Lodging	8421	\$8,000.00	\$ 8,000.00	\$ 8,000.00			
\$470.00	\$1,623.61	\$7,500.00	8. Training / Seminars / Conventions	8422	\$5,000.00	\$ 5,000.00	\$ 5,000.00			
\$0.00	\$612.50	\$1,000.00	9. Legal Fees	8423	\$1,000.00	\$ 1,000.00	\$ 1,000.00			
\$752.00	\$391.40	\$2,500.00	10. Office Supplies & Equipment	8424	\$500.00	\$ 500.00	\$ 500.00			
\$0.00	\$1,458.70	\$55,000.00	11. Lab Supplies & Equipment	8424-1	\$0.00	\$ -	\$ -			
	\$841.04	\$5,000.00	12. Outside Lab Services	8424-2	\$0.00	\$ -	\$ -			
	\$0.00	\$72,000.00	13. Consultant	8424-3	\$4,000.00	\$ 4,000.00	\$ 4,000.00			
\$492.00	\$581.00	\$2,000.00	14. Utilities	8425	\$1,500.00	\$ 1,500.00	\$ 1,500.00			
\$600.00	\$55.00	\$3,000.00	15. Dues & Subscriptions	8426-1	\$500.00	\$ 500.00	\$ 500.00			
\$4,207.00	\$2,876.00	\$30,000.00	16. Marketing & Advertising	8426	\$30,000.00	\$ 30,000.00	\$ 30,000.00			
\$1,694.00	\$2,398.18	\$3,000.00	17. Telephone & Internet Service	8427	\$3,000.00	\$ 3,000.00	\$ 3,000.00			
\$3,014.00	\$941.18	\$2,500.00	18. Website Development & Maintenance	8428	\$500.00	\$ 500.00	\$ 500.00			
\$21,600.00	\$21,600.00	\$21,600.00	19. City of Arlington Insite Lease	8430	\$16,200.00	\$ 16,200.00	\$ 16,200.00			
\$3,173.00	\$3,317.83	\$4,500.00	20. Building Insurance	8429	\$4,500.00	\$ 4,500.00	\$ 4,500.00			
\$0.00	\$37,000.00	\$25,000.00	21. Econ. Develop./Feasibility Studies	8430-1	\$1,000.00	\$ 1,000.00	\$ 1,000.00			
\$0.00	\$0.00	\$3,916.00	22. Grant Match	8430-2	\$1,000.00	\$ 1,000.00	\$ 1,000.00			
\$24,555.00	\$29,768.04	\$30,000.00	23. Business Start Up Program	8430-3	\$35,000.00	\$ 35,000.00	\$ 35,000.00			
\$6,197.00	\$6,880.21	\$7,000.00	24. Property Taxes	8430-4	\$8,000.00	\$ 8,000.00	\$ 8,000.00			
\$0.00	\$0.00	\$776,000.00	25. Telecommunication Infrastructure Creation	8433	\$300,000.00	\$ -	\$ -			
\$70,449.00	\$115,973.54	\$1,059,016.00	TOTAL MATERIALS & SERVICES		\$419,700.00	\$119,700.00	\$119,700.00			
\$0.00	\$0.00	\$12,000.00	26. CONTINGENCY	8439	\$20,700.00	\$ 20,700.00	\$ 20,700.00			
			CAPITAL OUTLAY							
\$0.00	\$8,187.00	\$47,000.00	27. Land Improvements / Econ. Development	8431	\$35,000.00	\$ 35,000.00	\$ 35,000.00			
\$0.00	\$3,845.75	\$25,000.00	28. Engineering & Surveying	8432	\$30,856.00	\$ 30,856.00	\$ 30,856.00			
\$0.00	\$0.00	\$500,000.00	29. Building Projects	8435	\$800,000.00	\$ 948,000.00	\$1,048,000.00			
\$0.00	\$12,032.75	\$572,000.00	TOTAL CAPITAL OUTLAY		\$865,856.00	\$1,013,856.00	\$1,113,856.00			
			DEBT SERVICE							
\$8,539.98	\$8,712.36	\$8,888.00	30. Loan - Principal	8441	\$9,068.00	\$ 9,068.00	\$ 9,068.00			
\$3,604.02	\$3,431.64	\$3,256.00	31. Loan - Interest	8442	\$3,076.00	\$ 3,076.00	\$ 3,076.00			
\$12,144.00	\$12,144.00	\$12,144.00	TOTAL DEBT SERVICE		\$12,144.00	\$ 12,144.00	\$ 12,144.00			
\$195,906.00	\$279,972.44	\$1,855,200.00	TOTAL EXPENDITURES		\$1,450,200.00	\$1,298,200.00	\$1,398,200.00			
			UNAPPROPRIATED ENDING FUND BALANCE							
\$195,906.00	\$279,972.44	\$1,855,200.00	TOTAL		\$1,450,200.00	\$1,298,200.00	\$1,398,200.00			