



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

Regular Commission Meeting

AGENDA

5:00 pm

Tuesday, December 12, 2017

Meeting Location:

**Port Office – 100 Island Park Road
Arlington, OR 97812**

- 1. Call meeting to order**
- 2. Public Comment on non-agenda items**
- 3. Consent Agenda:**
 - Approval of November 14, 2017 Commission meeting minutes
 - Approval of November 2017 payables
- 4. Chairman's Report –**
- 5. Commissioner's Reports -**
- 6. Economic Development –**
 - 6.1 Small Business Assistance Grant Quarterly Report
 - 6.1.1 LulaRoe with Nicole Rees
 - 6.1.2 Bill Rosenbalm Mobile Mechanic Service
 - 6.2 *Executive Session Per ORS 192.660(2)(e) – To conduct deliberations with persons designated to negotiate real property transactions.*
 - 6.3 EDO Report
 - 6.3.1 Flex Building Progress Report; Bid Documents and Plans
 - 6.3.2 Update on Island Park Bathroom and Utilities Marine Board Grant
 - 6.3.3 A-Town Launch Improvements
- 7. Administration**

Discussion: Budget and Financial Items

Upcoming Meetings:

Regular Commission Meeting on Tuesday, January 9, 2017 Gilliam County Courthouse, Condon 5 pm

This meeting is conducted in a handicapped accessible room

Posted: Tuesday, December 5, 2017: 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
November 14, 2017
5 p.m.
Port Office
Arlington, OR 97812

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; Advisory Committee Member, Don Williamson

Absent: None

Audience: Tony Price; Tyrell Proctor

2. Public Comment on non-agenda items- Don Williamson asked why the Condon Radar Base is on the Port's website. EDO Mitchell said that the Port promotes all industrial property in the County and the Condon Radar base is one of the industrial sites in the County.

3. Consent Agenda:

- Approval of October 10, 2017 Commission Meeting Minutes
 - Approval of October 2017 Payables and Financials
- Commissioner Kennedy moved to approve the consent agenda and Commissioner Fitzsimmons seconded. The motion carried 5-0.

4. Chairman's Report: President Wilson shared a donation request from Condon Chamber Summer Concerts in the Park. Commissioner Fitzsimmons moved to donate \$100.00 to the Chamber Summer Concerts in the Park. Commissioner Hunking seconded and the motion carried 5-0.

Christmas Bonus for Staff – Commissioner Hunking moved to give \$150 Christmas Bonus to staff and Commissioner Kennedy seconded. Motion carried 5-0.

President Wilson told the Board the Port received a Thank You card from Columbia Basin Rodeo Club for our donation.

5. Commissioner Reports: None

6. Economic Development:

6.1 Small business Assistance Grant Quarterly Report - Bill Rosenbalm Mobile Mechanic Service. This item was tabled to the December as Mr. Rosenbalm was unable to attend the meeting.

6.2 Executive session per ORS 192.660(2)(e) To conduct deliberations with persons designated to negotiate real property transactions.

Adjourn to Executive Session at 5:05 pm

Reconvene to Regular Session at 5:30

Action following Executive Session: Commissioner Hunking moved to direct Attorney Carey to prepare a legal property sales contract with Mesa Group, LLC. President Wilson is authorized to negotiate with Mesa Group, LLC and sign a legal sales agreement as long as Port Board terms and conditions are met. Commissioner Kennedy seconded and the motion carried 5-0.

Adjourn to Executive Session per ORS 192.660(2)(e) To conduct deliberations with

persons designated to negotiate real property transactions at 5:34 pm

Reconvene to Regular Session 5:42pm

No action was taken following Executive Session

- 6.3 EDO Report – EDO Mitchell presented his report to the Board. The Oktoberfest event was very successful. The Woolery Group would like to have the event in the same location next year, the third week in October. The A-Town Plaque has been installed on “Yoga” rock at the A-Town Launch site.

- 6.3.1 Flex Building progress report, Bid documents and plans. The revised floor plan was handed out. EDO Mitchell, Commissioner Kennedy, and Engineer Jeff Schott have been working on how to reduce the amount of rock required for the project. The 14’ doors, except for the two western doors, will be mechanical. There will be a reduction of four man doors, leaving three total. Discussion on interior water and lighting. There will be no outlets wired in.

Break for Dinner 6:10 pm – 6:32 pm

Meeting cont’d:

- 6.3.2 Update on Island Park Bathroom and Utilities Marine Board Grant – Marine Board is beginning to work on the project. They have calculated a need for 4 bathrooms for Island Park and 2 bathrooms for the launch area. EDO Mitchell said there is grant money available for this project which will limit the expense to the Port. The water and sewer would have to be run out to the west end of the island for the west end restroom. Commissioner Fitzsimmons noted that, if the water and sewer lines are extended, they should be large enough capacity to allow for future development.
- 6.3.3 A-Town Launch Improvements- Several surfers had indicated that surfaces around the launch site were abrasive to their boards and wind surfing gear. The Port was looking into costs and alternative materials to minimize impacts to equipment and make for improved rigging areas. Artificial turf samples were passed around for the Board to see. The surfers want a soft area to rig their boards on. Sand or gravel are not a good alternatives. Pea gravel or Astroturf may be more desirable materials. EDO Mitchell requested funds to have Flowing Solutions development some design ideas and cost estimates. Once that is done, EDO Mitchell can look for sources of funding. Commissioner Hunking moved to authorize \$1,000 to Flowing Solutions for engineering to obtain an accurate cost. Commissioner McGuire seconded. Motion carried 5-0.

Meeting adjourned 7:20 pm.

President Ron Wilson

V.P. Dewey Kennedy

**Port of Arlington
Regular Monthly Commission Meeting
Tuesday, December 12, 2017**

NOVEMBER 2017 PAYABLES

Resources:

Deposits and Credits through 11/30/2017 (see attached detail)

Total Deposits and Credits– All Accounts \$27,755.54

Expenses:

Checks Written: 8525 through 8552

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

Total Expenses and Transfers– All Accounts (\$51367.73)

Bank Balance Information:

Ending Balance as of 11/30/17: Bank of Eastern Oregon Checking: \$ 66,792.14
Bank of E. Oregon Reserve Fund: \$ 41,004.57
Bank of E. Oregon Muni Market Fund: \$ 256,974.02
LGIP: (10/31/17) \$1,906,988.96

Commission President Ron Wilson

Vice President Dewey Kennedy

9:33 AM

12/01/17

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '17 - Jun 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL FUND RESOURCES			
4000 · Carryover Balance	0.00	1,280,000.00	0.0%
4010 · Taxes-Current	4,194.02	100,000.00	4.2%
4011 · Taxes-Prior	1,380.30	400.00	345.1%
4020 · Interest - NOW Checking	20.74		
4021 · Interest - Best A/C	572.82		
4022 · Interest - LGIP A/C	9,289.73	10,000.00	92.9%
4030 · Land Rental	930.00	13,000.00	7.2%
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%
Total 4110 · Grants Income	46,619.81	17,250.00	270.3%
4210 · Marina Revenue	2,974.00	5,000.00	59.5%
4211 · RV Park Revenues			
4211-4 · RV Park Dry Camp	936.00		
4211-3 · RV Park Daily Rent	4,360.00		
4211-2 · RV Park Weekly Rent	2,500.00		
4211-1 · RV Park Monthly Rent	14,680.00		
4212 · RV Park fee Refund	-500.00		
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
Total 4211 · RV Park Revenues	21,976.00	40,000.00	54.9%
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	5,951.63	5,000.00	119.0%
4213-1 · Diesel Sales	641.04	3,500.00	18.3%
Total 4213 · Marina Fuel Revenue	6,592.67	8,500.00	77.6%
4214 · Marina Power and Water Revenue	260.00	200.00	130.0%
4340 · Willow Creek Rock Sales	11,690.37	3,000.00	389.7%
4400 · Donations/Gifts	0.00	100.00	0.0%
4450 · Willow Creek Reimbursement	0.00	0.00	0.0%
4500 · Miscellaneous Income	150.00	100.00	150.0%
Total GENERAL FUND RESOURCES	206,650.46	1,577,550.00	13.1%
5000 · ECONOMIC DEVELOP FUND RESOURCES			
5005 · Carryover (cash basis)	0.00	850,000.00	0.0%
5031 · Building Lease 11-002	38,000.00	91,200.00	41.7%
5032 · Building Lease 11-004	12,000.00	27,000.00	44.4%
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	0.00	25,000.00	0.0%
5500 · Ag Lab Revenues	0.00	0.00	0.0%
5600 · Transfer from General Fund	200,000.00	200,000.00	100.0%
Total 5000 · ECONOMIC DEVELOP FUND RESOUR...	507,286.00	1,450,200.00	35.0%
RESERVE FUND RESOURCES			
9001 · Transfer from General Fund	10,000.00	10,000.00	100.0%
9002 · Interest Earned Reserve Fund	211.03	225.00	93.8%
9000 · Reserve Fund Beginning Balance	0.00	30,700.00	0.0%
Total RESERVE FUND RESOURCES	10,211.03	40,925.00	25.0%
Total Income	724,147.49	3,068,675.00	23.6%
Expense			
6560 · Payroll Expenses	0.00		

9:33 AM

12/01/17

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

	Jul '17 - Jun 18	Budget	% of Budget
GENERAL FUND EXPENSES			
ADMINISTRATION EXPENSES			
6000 · Personal Services - AD			
6008 · Port Manager	8,846.50	21,120.00	41.9%
6009 · Administrative Assistant	14,314.11	43,040.00	33.3%
6011 · Payroll Taxes - Staff	1,792.52	4,600.00	39.0%
6012 · Training	0.00	200.00	0.0%
6013 · Workmens Compensation	169.74	230.00	73.8%
6015 · Employee Benefits Insurance	4,907.70	14,000.00	35.1%
6016 · Employee Benefits Retirement	2,779.27	7,800.00	35.6%
Total 6000 · Personal Services - AD	32,809.84	90,990.00	36.1%
6100 · Materials and Services - AD			
6111 · Utilities	839.21	3,000.00	28.0%
6112 · Office Supplies and Equipment	769.53	3,000.00	25.7%
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	763.36	1,500.00	50.9%
6115 · Dues, Subscriptions, Fees - Other	1,821.69	2,000.00	91.1%
Total 6115 · Dues, Subscriptions, Fees	2,585.05	3,500.00	73.9%
6116 · Audit, Budget, Legal Notices	3,000.00	8,000.00	37.5%
6117 · Telephone and Internet Srv.	981.20	2,000.00	49.1%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	1,050.00	2,500.00	42.0%
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	518.57	3,000.00	17.3%
6128 · Staff Travel/Food/Lodging	0.00	500.00	0.0%
6129 · Postage	212.93	500.00	42.6%
Total 6100 · Materials and Services - AD	13,174.32	120,510.00	10.9%
6170 · Transfers Out of General Fund	210,000.00	210,000.00	100.0%
Total ADMINISTRATION EXPENSES	255,984.16	421,500.00	60.7%
ISLAND PARK			
6600 · Personal Services			
6610 · Maintenance Person	4,976.62	11,250.00	44.2%
6611 · Payroll Taxes	389.54	750.00	51.9%
6612 · Worker's Comp Insurance	377.45	500.00	75.5%
Total 6600 · Personal Services	5,743.61	12,500.00	45.9%
6620 · Materials & Services			
6621 · Water Fees	727.50	1,200.00	60.6%
6622 · Sanitation	197.82	1,000.00	19.8%
6623 · Comfort Station Supplies	0.00	1,800.00	0.0%
6624 · Park Electricity	249.04	1,500.00	16.6%
6625 · Pest Control / Chem & Fert.	0.00	150.00	0.0%
6626 · Insurance	0.00	2,000.00	0.0%
6627 · Park Maintenance & Supplies	1,957.14	2,800.00	69.9%
6628 · Miscellaneous	0.00	100.00	0.0%
Total 6620 · Materials & Services	3,131.50	10,550.00	29.7%

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Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
 YTD

	Jul '17 - Jun 18	Budget	% of Budget
6630 · Capital Outlay			
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%
Total 6630 · Capital Outlay	0.00	130,000.00	0.0%
Total ISLAND PARK	8,875.11	153,050.00	5.8%
MARINA			
6700 · Personal Services			
6710 · Maintenance Person	514.47	3,400.00	15.1%
6711 · Payroll Taxes	40.25	150.00	26.8%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
Total 6700 · Personal Services	604.72	3,600.00	16.8%
6720 · Materials & Services			
6721 · Marina Electricity	737.93	2,500.00	29.5%
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%
Total 6727 · Marina Fuel	4,418.44	12,000.00	36.8%
Total 6720 · Materials & Services	9,565.87	22,000.00	43.5%
Total MARINA	10,170.59	25,600.00	39.7%
RV PARK EXPENSES			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	419.91	2,200.00	19.1%
6311 · Payroll Taxes, Maintenance - RV	40.25	200.00	20.1%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
6300 · Personal Services - RV - Other	94.56		
Total 6300 · Personal Services - RV	754.72	2,600.00	29.0%
6320 · Materials & Services - RV			
6321 · Water Fees - RV	1,649.00	4,000.00	41.2%
6322 · Sanitation - RV	473.00	1,400.00	33.8%
6323 · Electricity - RV Park	2,807.21	7,500.00	37.4%
6324 · Telephone - RV	269.70	600.00	45.0%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	26.94	1,000.00	2.7%
6327 · Insurance - RV	0.00	1,000.00	0.0%
6328 · Misc. - RV	0.00	500.00	0.0%
6329 · Sewer	1,937.60	3,500.00	55.4%
Total 6320 · Materials & Services - RV	7,163.45	20,000.00	35.8%
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	0.00	4,800.00	0.0%
Total 6340 · Capital Outlay - RV	0.00	4,800.00	0.0%
Total RV PARK EXPENSES	7,918.17	27,400.00	28.9%

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12/01/17

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
 YTD

	Jul '17 - Jun 18	Budget	% of Budget
WILLOW CREEK QUARRY			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,115.24	1,200.00	92.9%
6524 · Travel	0.00	100.00	0.0%
Total 6520 · Materials & Services - WQ	1,115.24	1,300.00	85.8%
6540 · Capital Outlay - WQ	0.00	948,700.00	0.0%
Total WILLOW CREEK QUARRY	1,115.24	950,000.00	0.1%
Total GENERAL FUND EXPENSES	284,063.27	1,577,550.00	18.0%
8400 · ECON.DEVELOP.FUND EXPENSES			
PERSONNEL SERVICES			
8410 · Officer	26,539.60	64,000.00	41.5%
8410-1 · Admin. Asst. 1/3	7,373.89	18,000.00	41.0%
8410-2 · Lab Technician	3,984.80	0.00	100.0%
8411 · Payroll Taxes	2,618.11	8,500.00	30.8%
8412 · Worker's Comp Ins.	150.00	300.00	50.0%
8413 · Employee Benefits - Insurance	14,978.60	29,000.00	51.7%
8414 · Employee Benefits - Retirement	4,069.63	12,000.00	33.9%
Total PERSONNEL SERVICES	59,714.63	131,800.00	45.3%
MATERIALS AND SERVICES			
8421 · Travel/Food/Lodging	2,168.63	8,000.00	27.1%
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	218.50	1,500.00	14.6%
8426-1 · Dues & Subscriptions	350.00	500.00	70.0%
8426 · Advertising & Marketing	5,476.70	30,000.00	18.3%
8427 · Telephone & Internet Service	907.00	3,000.00	30.2%
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	10,800.00	16,200.00	66.7%
8430-1 · Feasibility Studies	0.00	1,000.00	0.0%
8430-2 · Grant Match	0.00	1,000.00	0.0%
8430-3 · Business Start Up Program	5,355.00	35,000.00	15.3%
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%
Total MATERIALS AND SERVICES	32,373.80	440,400.00	7.4%
CAPITAL OUTLAY			
8431 · Land Improvements/Development	8,910.00	35,000.00	25.5%
8432 · Engineering & Surveying	26,288.30	30,856.00	85.2%
8435 · Building Construction	0.00	800,000.00	0.0%
Total CAPITAL OUTLAY	35,198.30	865,856.00	4.1%
DEBT SERVICE			
8441 · Loan - Principal	3,756.16	9,068.00	41.4%
8442 · Loan - Interest	1,303.84	3,076.00	42.4%
Total DEBT SERVICE	5,060.00	12,144.00	41.7%
Total 8400 · ECON.DEVELOP.FUND EXPENSES	132,346.73	1,450,200.00	9.1%

9:33 AM

12/01/17

Cash Basis

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
 YTD

	Jul '17 - Jun 18	Budget	% of Budget
RESERVE FUND EXPENSES			
9500 · Repair, Maint., Grant Match	0.00	40,925.00	0.0%
Total RESERVE FUND EXPENSES	0.00	40,925.00	0.0%
Total Expense	416,410.00	3,068,675.00	13.6%
Net Ordinary Income	307,737.49	0.00	100.0%
Net Income	307,737.49	0.00	100.0%

Denise Ball

From: Peter Mitchell <peter.mitchell@portofarlington.com>
Sent: Friday, December 01, 2017 2:50 PM
To: denise@portofarlington.com
Subject: FW: Port of Arlington - Parking & Restroom Concepts
Attachments: ArlingtonParkingRestroomConceptDrawings.pdf

Please print the drawings out for the board's packet

From: JANTZE Stuart * OSMB [mailto:Stuart.JANTZE@oregon.gov]
Sent: Friday, December 01, 2017 2:12 PM
To: peter.mitchell@portofarlington.com
Cc: BELLEQUE Janine * OSMB; SMITH Jeff * OSMB; JANSSEN Scott * OSMB
Subject: Port of Arlington - Parking & Restroom Concepts

Peter:

Per your request, we have evaluated the parking and restroom configurations at the Port of Arlington. See below and attached for more information.

Background: The Port of Arlington has requested that the Oregon State Marine Board review the current boating related parking layout along with the existing restroom location for adequacy and functionality.

Existing Facility: The existing facility consists of about 15 pull-through boat trailer stalls and no single car stalls. The boat trailer stalls are 36 feet long and 12 feet wide meeting current design guideline for width but are below the design guideline length of 40 feet. The travel aisles are slightly narrow for the existing layout. The restroom is centrally located in an island between the RV park, marina, short term tie-up dock and boat ramp.

Design Guidelines: A single lane boat ramp should serve a minimum of 15 boat trailer parking spaces up to a maximum of 45 boat trailer parking spaces. The design guideline identifies that 30 boat trailer parking spaces are the preferred quantity to meet boater needs and cost to benefit. Single car spaces would be a percentage of the available boat trailer spaces, typically targeted at 30 percent.

To encourage use of restrooms, they should be located in close proximity to their intended users. The preference is to be within 200 feet of the top of boat ramp. It is recommended that the general location of a new restroom not change since it appears to serve the RV Park, marina, short term tie-up dock and boat ramp effectively. The development of the windsurfer access and future developments to the west would necessitate the need for a second restroom to conveniently serve those users. It is common that use of a restroom will decrease the further it is away from activity centers. We recommend that sanitation be installed not more than 400 feet away to maximize use. The existing pull through boat trailer parking stalls are preferred by boaters to avoid backing up however, they are the least efficient use of space with a high cost to benefit. Head-in parking maximizes parking space since only one travel aisle is needed. The parking area does not provide space for single car parking or address non-motorized access at the far end of the parking area.

Parking Area Layout and Restroom Concepts:

Concept A: This concept expands the parking footprint to the west and adds additional boat trailer stalls. The parking configuration is maintained as pull-thru. The nominal boat trailer size is 40' x 12'. Aisles are standardized for size. The parking count is increased to 24 boat trailer, 1 ADA boat trailer, 0 single car, and 1 ADA single car. Single car stalls are lacking in this concept as well as a maneuver area for paddle craft activities. Again with pull-through parking, two aisles are utilized as opposed to a single aisle which does not maximize available parking spaces.

A new four-stall precast flush restroom with two-stall showers are added near the existing restroom site. An ADA boat trailer stall and a ADA single car stall are added in proximity to the restroom.

Concept B: This concept expands the parking footprint to the west and increases the number of boat trailer stalls to 23 with 1 ADA stall and adds 15 single with 1 ADA single car stalls. A paddle craft staging area is added with a separate entrance which allows for division between the two unique boater types and their individual needs. Parking stall sizes and aisle width are maintained at workable, standardized sizes. A new four-stall precast flush restroom with two-stall showers are added near the existing restroom site. An ADA boat trailer stall and a ADA single car stall are added in proximity to the restroom.

Recommendations: Concept A expands boat trailer parking to the west and modernizes required stall sizes and aisle width. This concept is convenient for boaters to use since it utilizes pull-through stalls. The concept contains two aisles, which does not maximize space for parking. A paddle craft staging area is lacking and if it were added as in Concept B, this would further reduce the number of boat trailer spaces. No single car spaces are provided in this layout.

Concept B maximizes the parking area for users. Boat trailer spaces are brought up to current design guideline size and the number of spaces are increased. The lack of single car spaces are addressed and a separation between boating types is created to improve safety and usability for recreational boaters. Given the space available and the unique interests of recreationalists, we recommend that the Port consider Concept B.

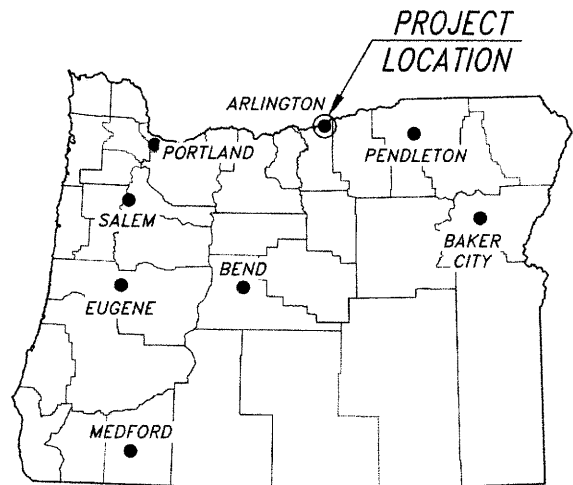
If you have any questions, comments or ideas please feel free to contact me or Janine Belleque, Boating Facilities Manager at Janine.belleque@oregon.gov or 503-378-2628.

Best wishes,

Stuart Jantze
Boating Facilities Designer
Oregon State Marine Board
435 Commercial Street NE #400
P.O. Box 14145
Salem, OR 97309-5065
503.378.2604
503.378.4597 FAX
Stuart.Jantze@Oregon.gov – **NEW Email Address**



Keeping it Green; conserve paper and print only what you need.



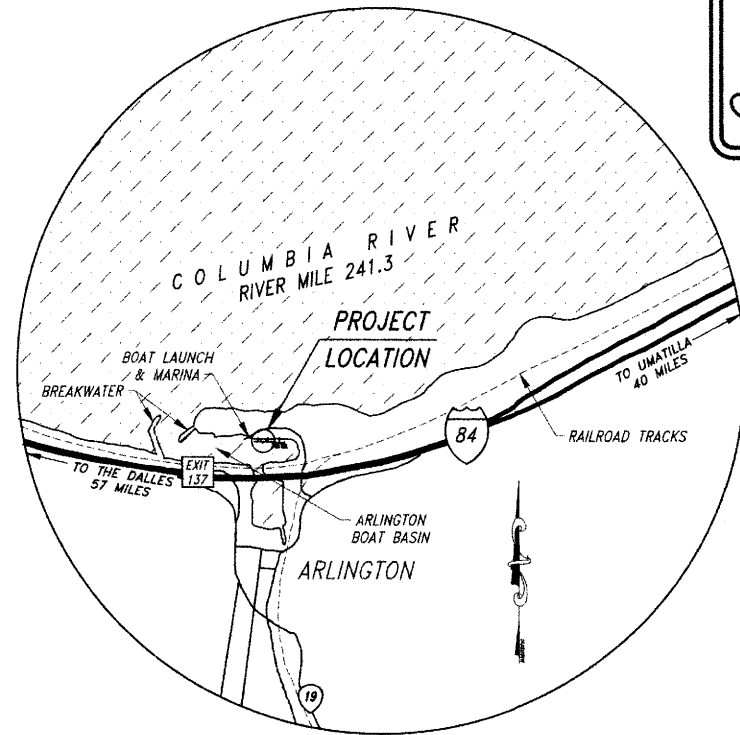
LOCATION MAP

NOT TO SCALE

DRAWING INDEX

- 01. TITLE SHEET
- 02. EXISTING SITE PLAN
- 03. CONCEPTUAL SITE PLAN - A
- 04. CONCEPTUAL SITE PLAN - B

GEOGRAPHIC LOCATION
 TOWNSHIP 3 NORTH, RANGE 21 EAST, SECTION 29
 WILLAMETTE MERIDIAN, GILLIAM COUNTY, OREGON
 LATITUDE 45°43'22" NORTH, LONGITUDE 120°12'22" WEST



VICINITY MAP

0 1
 SCALE IN MILES

PARKING & RESTROOM AT ARLINGTON MARINA, COLUMBIA RIVER MILE 241.3 FOR THE PORT OF ARLINGTON

**CONCEPTUAL
 FOR REVIEW & COMMENT**

**CONCEPTUAL
 FOR REVIEW & COMMENT**

APPROVED: MARINE FACILITIES MANAGER	DESIGNED BY	DATE
	S. JANTZE	30 NOV 2017
FINAL CHECK BY	DATE	
	S. JANTZE	

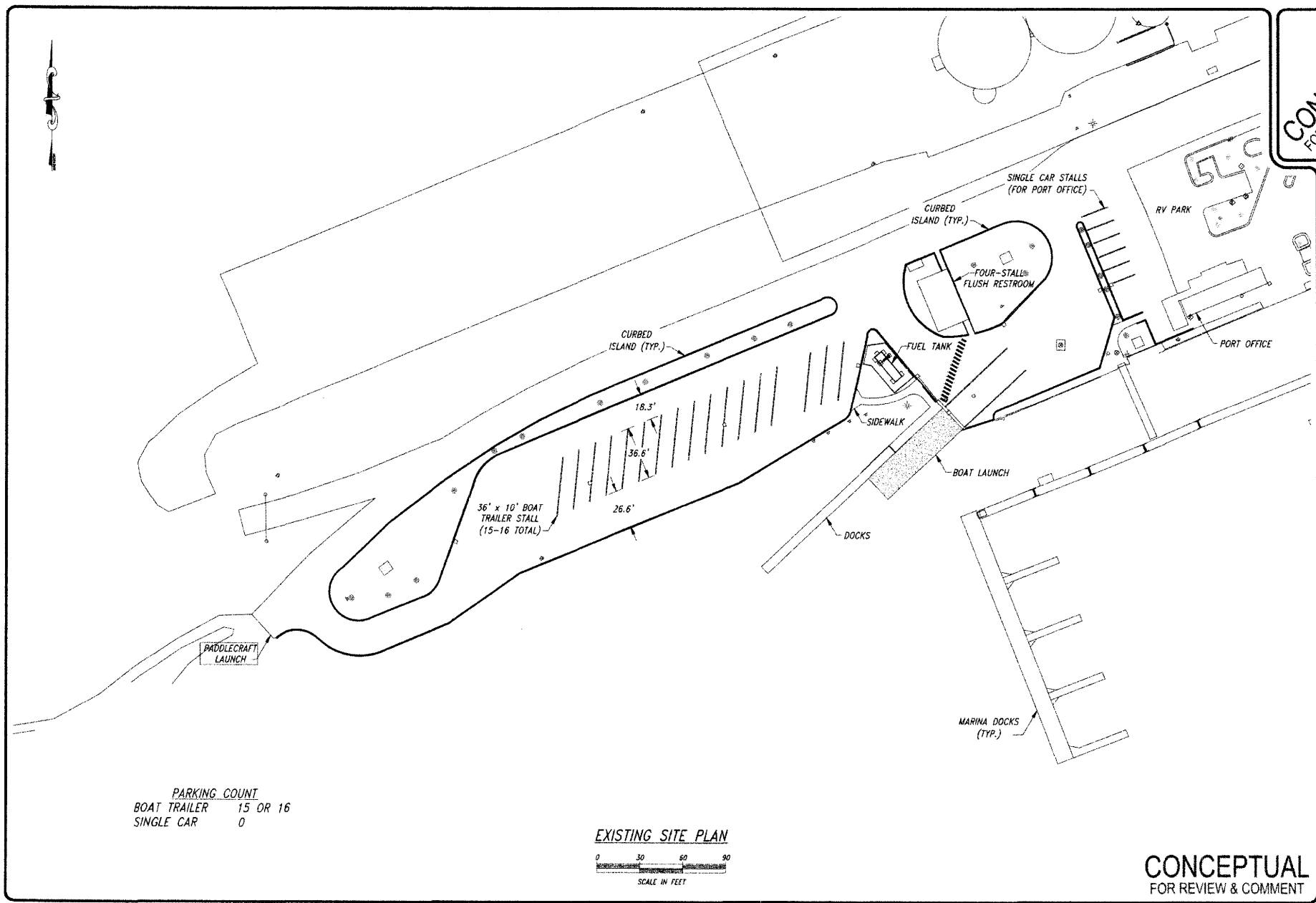
DATE	REVISION	BY



**TITLE SHEET
 AT ARLINGTON MARINA
 FOR THE PORT OF ARLINGTON**

OREGON STATE MARINE BOARD

01 SHEET	04 OF
1101 - NG - 01 DRAWING NO.	



CONCEPTUAL
FOR REVIEW & COMMENT

APPROVED BOATING FACILITIES MANAGER
FINAL CHECK BY S. JANTZ
DESIGNED BY S. JANTZ
DATE 30 NOV 2017

DATE	REVISION	BY

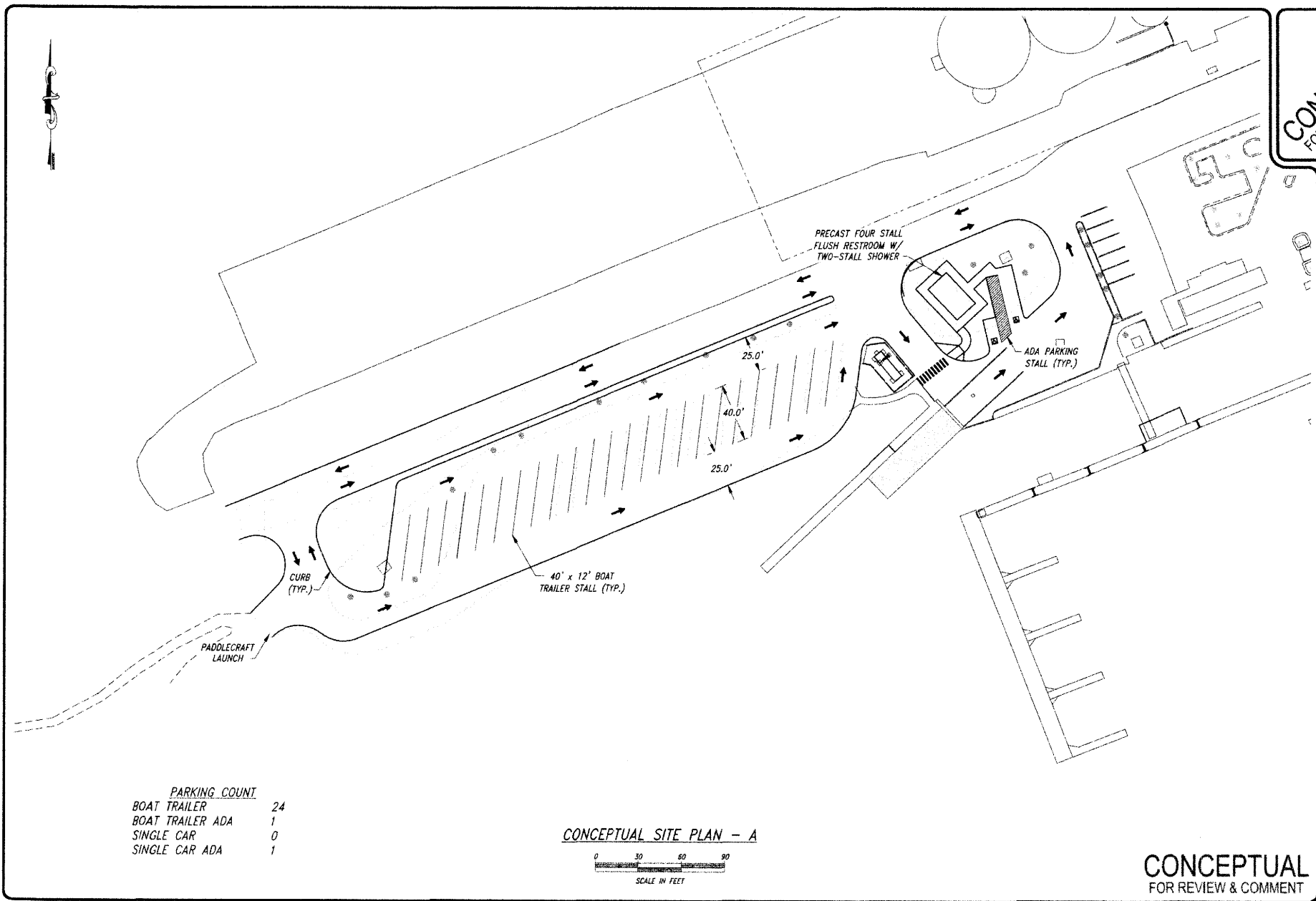


EXISTING SITE PLAN
AT ARLINGTON MARINA
FOR THE PORT OF ARLINGTON

OREGON STATE MARINE BOARD

02 SHEET 04 OF 04
1101 - WG - 02
DRAWING NO.

CONCEPTUAL
FOR REVIEW & COMMENT



PARKING COUNT

BOAT TRAILER	24
BOAT TRAILER ADA	1
SINGLE CAR	0
SINGLE CAR ADA	1

CONCEPTUAL SITE PLAN - A

0 30 60 90
SCALE IN FEET

CONCEPTUAL
FOR REVIEW & COMMENT

APPROVED: BOATING FACILITIES MANAGER	DESIGNED BY	DATE
	S. JANTZE	30 NOV 2017
FINAL CHECKED BY	DATE	
S. JANTZE		

DATE	REVISION	BY

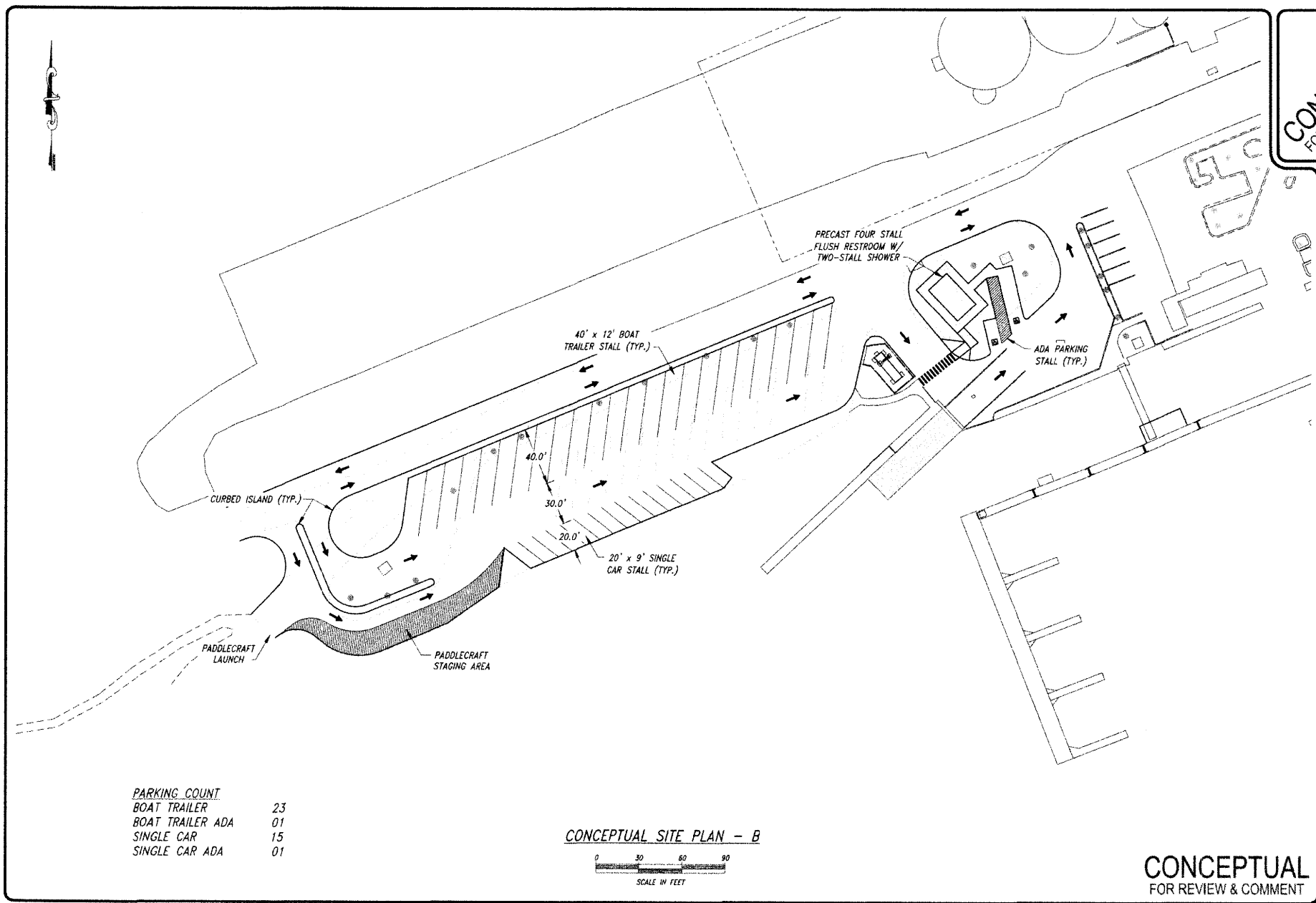


CONCEPTUAL SITE PLAN - A
AT ARLINGTON MARINA
FOR THE PORT OF ARLINGTON

OREGON STATE MARINE BOARD

CONCEPTUAL
FOR REVIEW & COMMENT

03 SHEET	04 OF
1101 - NG - 03 DRAWING NO.	



CONCEPTUAL
FOR REVIEW & COMMENT

APPROVED: BUILDING FACILITIES MANAGER	S. JANTZE	30 NOV 2017
FINAL CHECK BY	S. JANTZE	DATE
DESIGNED BY	S. JANTZE	DATE

DATE	REVISION	BY



CONCEPTUAL SITE PLAN - B
AT ARLINGTON MARINA
FOR THE PORT OF ARLINGTON

OREGON STATE MARINE BOARD

04 SHEET	04 OF
1101 - NG - 04 DRAWING NO.	

Port Manager/ Economic Development Report

December 12, 2017

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

The Port's auditors are just providing staff with the first draft of their audit report and seeking some minor follow up information. A full audit report should be available for review at the January Board meeting.

Industrial Parks

Arlington Mesa –Pillar Consulting is nearing completion of the bid documents. The Port should be releasing the documents soon. We expect bid documents to be released in December.

Island Park / Marina and RV Park

The Marine Board has returned a first draft of the rest room replacement and parking improvement project. These drawings show replacement of the existing restrooms (2 x 2) with four restroom and two shower stalls. Additionally, consideration was giving to improving handicapped parking and reconfiguring the existing trailer parking area to accommodate single cars/trucks.

The Marine Board estimates that a second restroom is likely needed on Island Park based on use patterns and location of existing facilities at the Marina. However, the second restroom was not considered in these drawings. If the Port were to consider a second toilet it would be a vault type toilet since water and sewer services are not available on the west end of Island Park. Water, sewer, and power services are available to the grain elevator.

Economic Development

W.I. Construction has set up a new office in Condon. Their office is located at 116 Main Street. Please stop by.

Staff attended the 7 x 24 meeting in Portland. The group is organized around the internet of things and buildout of the World Wide Web facilities, including data centers. Oregon is home of one of six undersea fiber cables, hence the growing presence we see of industry leading companies in Oregon, not to mention favorable power rates and tax structure. The Port continues its' effort to attract these types companies to industrial property in Gilliam County.

The housing program was presented to the Gilliam County Court on October 18, 2017. The housing task force group asked the County for \$2,126,000 over three years to fund the project. The program is proposed to be administered by Pioneer Community Development Corporation (PCDC). The Court did release \$25,000 to PCDC for a trailer removal program.

The Arlington TV Cooperative has moved construction along to the point that the first essential service facilities in Arlington now have fiber internet service. While fiber has been arierally placed throughout Arlington, splicing all the fiber together and installing in the operation center has taken a considerable amout of effort. ATVC now has a plant capable of servicing the community. Installs to each individual home are to follow over the coming months.

Up Coming Dates:

- December 5 – Arlington TV Cooperative, Arlington 6 p.m.
- December 6 – Gilliam County Court, Arlington 10 a.m.
Arlington City Council, 6:30 p.m.
- December 7 – Winter Walapalousa, Gronquist Building, 6 p.m.
- December 15 – Arlington Medical Clinic Open House, 2 – 4 p.m.
- December 25 – Christmas, Port office closed

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	\$ -
	\$ 3.46				\$ 2.69			
YTD Totals		275	2,833	\$ 9,943.89		10	842	\$ 2,270.18

2016 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-16	\$ 3.49	3	65	\$ 226.01	\$ 2.69			
February-16	\$ 3.49	2	22	\$ 75.80	\$ 2.69			
March-16	\$ 3.49	14	108	\$ 377.08	\$ 2.69			
April-16	\$ 3.49	27	194	\$ 679.85	\$ 2.69			
May-16	\$ 3.49	16	154	\$ 539.68	\$ 2.69			
June-16	\$ 3.45	25	360	\$ 1,255.81	\$ 2.69	4	193	\$ 521.14
July-16	\$ 3.45	22	315	\$ 1,087.80	\$ 2.69	1	182	\$ 492.02
August-16	\$ 3.45	37	464	\$ 1,604.84	\$ 2.69	8	392	\$ 1,058.09
September-16	\$ 3.45	35	318	\$ 1,099.07	\$ 2.69	1	14	\$ 36.64
October-16	\$ 3.45	21	278	\$ 963.12	\$ 2.69	2	62	\$ 166.80
November-16	\$ 3.45	13	121	\$ 287.58	\$ 2.69	0	0	\$ -
December-16	\$ 3.44	5	47	\$ 163.38	\$ 2.69	0	0	\$ -
YTD Totals		215	2,399	\$ 8,196.64		5	375	\$ 2,274.69

PORT OF ARLINGTON
Fuel and RV Sales
July 1 through December 1, 2017

									FY YTD TOTAL							
	Sep 17	Sep 16	\$ Change	% Change	Oct 17	Oct 16	\$ Change	% Change	Nov 17	Nov 16	\$ Change	% Change	Jul 1 - Dec 1, 17	Jul 1 - Dec 1, 16	\$ Change	% Change
Ordinary Income/Expense																
Income																
4210 · Marina Revenue	170.00	1,163.81	-993.81	-85.39%	980.00	600.00	380.00	63.33%	-556.00	336.00	-892.00	-265.48%	2,974.00	2,619.54	354.46	13.53%
4211 · RV Park Revenues																
4211-4 · RV Park Dry Camp	300.00	639.00	-339.00	-53.05%	110.00	18.00	92.00	511.11%	46.00	62.00	-16.00	-25.81%	936.00	1,986.90	-1,050.90	-52.89%
4211-3 · RV Park Daily Rent	960.00	750.00	210.00	28.0%	570.00	270.00	300.00	111.11%	150.00	300.00	-150.00	-50.0%	4,360.00	5,182.00	-822.00	-15.86%
4211-2 · RV Park Weekly Rent	750.00	125.00	625.00	500.0%	500.00	375.00	125.00	33.33%	625.00	500.00	125.00	25.0%	2,500.00	1,655.00	845.00	51.06%
4211-1 · RV Park Monthly Rent	2,625.00	4,037.50	-1,412.50	-34.99%	3,800.00	2,700.00	1,100.00	40.74%	3,005.00	3,000.00	5.00	0.17%	14,680.00	13,823.50	856.50	6.2%
4212 · RV Park fee Refund	-187.50	0.00	-187.50	-100.0%	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	4,447.50	5,551.50	-1,104.00	-19.89%	4,980.00	3,363.00	1,617.00	48.08%	3,826.00	3,862.00	-36.00	-0.93%	21,976.00	22,427.40	-451.40	-2.01%
4213 · Marina Fuel Revenue																
4213-2 · Gasoline Sales	873.58	1,099.07	-225.49	-20.52%	979.78	963.12	16.66	1.73%	900.39	287.58	612.81	213.09%	5,951.63	5,042.41	909.22	18.03%
4213-1 · Diesel Sales	0.00	36.64	-36.64	-100.0%	0.00	166.80	-166.80	-100.0%	0.00	0.00	0.00	0.0%	641.04	1,753.55	-1,112.51	-63.44%
Total 4213 · Marina Fuel Revenue	873.58	1,135.71	-262.13	-23.08%	979.78	1,129.92	-150.14	-13.29%	900.39	287.58	612.81	213.09%	6,592.67	6,795.96	-203.29	-2.99%
4214 · Marina Power and Water Rev.	0.00	80.00	-80.00	-100.0%	180.00	60.00	120.00	200.0%	0.00	0.00	0.00	0.0%	260.00	360.00	-100.00	-27.78%