



**Irrigation Feasibility Study Work Session**

**Tuesday, February 12, 2018**

**2:00 pm**

**Meeting Location:**

**Gronquist Building / Gilliam Room**

**11650 Railroad Ave.**

**Arlington, OR 97812**

1. Cascade Earth Sciences Engineers Feasibility Report Synopsis
2. Questions and Answer Session

**Regular Commission Meeting**

**AGENDA**

**5:00 pm**

**Tuesday, February 12, 2018**

**Meeting Location:**

**Port Office – 100 Port Island Rd.**

**Arlington, OR 97812**

1. Call meeting to order
3. Public Comment on non-agenda items
4. Consent Agenda:
  - Approval of January 11, 2019 Commission Meeting Minutes
  - Approval of January 2019 Payables and Financials
4. President's Report –
5. Commissioner's Reports –
6. Economic Development –
  - 6.1 Small Business Assistance Grant quarterly report for Lori's Place -
  - 6.2 Small Business Assistance Grant quarterly report for Arlington Towing and Repair -
  - 6.3 Irrigation Committee Update -
  - 6.4 Lessee and Tenant Improvements Updates –
  - 6.5 Batch Plant -
  - 6.6 EDO Report –
7. Administration-
  - 7.1 Schedule March Budget Workshop

**Upcoming Meetings:**

**Regular Commission Meeting on Tuesday, March 13, 2019 Port of Arlington Office**

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

Posted: Tuesday, February 4, 2019: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington; Condon Times-Journal; Arlington City Hall; Port Office and Website.

PO Box 279

Arlington, Oregon 97812

**Regular Commission Meeting  
MINUTES  
Port of Arlington  
January 8, 2019  
5 p.m.  
Gilliam County Courthouse  
Condon, OR**

1. **The Port of Arlington Commission meeting was called to order at 5:05 pm by President Wilson.**

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

**Absent:**

**Audience:** Leah Watkins; Dalanie Watkins; Shaina Watkins; Kip Krebs; Sandy McKay; Judge Farrar

2. **Public Comment on non-agenda items-** Les Ruark submitted a letter to the Board for record. The letter was also copied to members of the County Court, and Ruben Cleaveland. The letter is hereby entered into the Port's record per Mr. Ruark's request.

3. **Consent Agenda:**

- Approval of December 11, 2018 Commission Meeting Minutes
  - Approval of December 2018 Payables and Financials
- Commissioner Fitzsimmons moved to approve the consent agenda and Commissioner Hunking seconded. The motion carried 5-0

4. **Chairman's Report: None**

5. **Commissioner Reports:** Commissioner Kennedy reported that he removed 250-300 yards of Chip Rock from Willow Creek to the Arlington shop.

6. **Small Business Assistance Grant Updates;**

6.1 Lori's Place – Did not attend the meeting

6.2 Countryside Dispatch stated that business has picked up even more in the last few months. Leah and Shaina are now working daily in the office to keep business moving forward. Their business with local Eastern Oregon companies is also starting to increase. They have been able to branch out more into lumber hauling. Due to the large number of wildfires the past few years, the demand for lumber hauling is high which means lots of loads to move. Countryside's email

EDO Mitchell presented the Port's quarterly report to the County Court on December 19<sup>th</sup>. This will be posted on the Port's website.

W.I. Construction received a bid to supply rock for the I-84 paving project.

**8.0 Administration –**

8.1 The Port has received the final Audit Commissioner Hunking moved to accept the 2017-2018 Audit. Commissioner Kennedy seconded. Motion carried 5-0

Meeting adjourned 6:05 pm

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President Ron Wilson

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V.P. Dewey Kennedy

Port of Arlington  
Regular Monthly Commission Meeting  
Tuesday, February 8, 2019  
**JANUARY 2019 PAYABLES**

**Resources:**

Deposits and Credits through 01/30/2018 (see attached detail)

**Total Deposits and Credits– All Accounts                      \$53,359.40**

**Expenses:**

Checks Written: 8929 through 8957

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

**Total Expenses and Transfers– All Accounts                      (\$51,858.94)**

**Bank Balance Information:**

Ending Balance as of 01/31/19: Bank of Eastern Oregon Checking: \$ 331,870.82  
Bank of E. Oregon Reserve Fund: \$ 52,353.95  
Bank of E. Oregon Muni Market Fund: \$ 161,389.77  
LGIP: (12/31/18) \$1,245,563.99

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Commission President Ron Wilson

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Vice President Dewey Kennedy

**PORT OF ARLINGTON**  
**Check Detail**  
January 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		01/11/2019	QuickBooks Payroll S...		1001 · Bank of E/O - C...		-1.75
					6560 · Payroll Expenses	-1.75	1.75
TOTAL						-1.75	1.75
Liability Check		01/30/2019	QuickBooks Payroll S...		1001 · Bank of E/O - C...		-8,662.40
					6560 · Payroll Expenses	-3.50	3.50
			QuickBooks Payroll Se...		2111 · Direct Deposit L...	-8,658.90	8,658.90
TOTAL						-8,662.40	8,662.40
Check	DD	01/14/2019	Peter Mitchell		1001 · Bank of E/O - C...		-196.60
					8421 · Travel/Food/Lod...	-85.60	85.60
					8427 · Telephone & Int...	-111.00	111.00
TOTAL						-196.60	196.60
Liability Check	EFT	01/01/2019	United States Treasury		1001 · Bank of E/O - C...		-2,448.34
					2100 · Payroll Liabilities	-782.00	782.00
					2100 · Payroll Liabilities	-675.25	675.25
					2100 · Payroll Liabilities	-675.25	675.25
					2100 · Payroll Liabilities	-157.92	157.92
					2100 · Payroll Liabilities	-157.92	157.92
TOTAL						-2,448.34	2,448.34
Check	EFT	01/02/2019	Heartland Payment S...		1001 · Bank of E/O - C...		-80.78
					6115-1 · Credit Card F...	-80.78	80.78
TOTAL						-80.78	80.78
Check	EFT	01/11/2019	Pacific Power		1001 · Bank of E/O - C...		-2,641.32
					6111 · Utilities	-363.78	363.78
					6323 · Electricity - RV ...	-1,570.90	1,570.90
					6721 · Marina Electricity	-64.19	64.19
					6624 · Park Electricity	-215.36	215.36
					6721 · Marina Electricity	-4.97	4.97
					6721 · Marina Electricity	-288.19	288.19
					8425 · Utilities	-133.93	133.93
TOTAL						-2,641.32	2,641.32
Liability Check	8929	01/01/2019	Fidelity Brokerage Se...		1001 · Bank of E/O - C...		-1,284.14
					2100 · Payroll Liabilities	-1,284.14	1,284.14
TOTAL						-1,284.14	1,284.14
Liability Check	8930	01/01/2019	Oregon Department o...		1001 · Bank of E/O - C...		-682.00
					2100 · Payroll Liabilities	-682.00	682.00
TOTAL						-682.00	682.00
Check	8931	01/01/2019	SDIS		1001 · Bank of E/O - C...		-272.68
					2100 · Payroll Liabilities	-157.14	157.14
					2100 · Payroll Liabilities	-115.54	115.54
TOTAL						-272.68	272.68

**PORT OF ARLINGTON**  
**Check Detail**  
January 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8932	01/07/2019	Armstrong Surveying...		1001 · Bank of E/O - C...		-4,220.00
					8432 · Engineering & S...	-4,220.00	4,220.00
TOTAL						-4,220.00	4,220.00
Check	8933	01/07/2019	Arlington T.V. Coop		1001 · Bank of E/O - C...		-120.00
					8427 · Telephone & Int...	-20.00	20.00
					6117 · Telephone and I...	-80.00	80.00
					6324 · WiFi - RV	-20.00	20.00
TOTAL						-120.00	120.00
Check	8934	01/07/2019	Cascade Earth Scien...		1001 · Bank of E/O - C...		-489.50
					8430-1 · Feasibility Stu...	-489.50	489.50
TOTAL						-489.50	489.50
Check	8935	01/07/2019	Arlington Hardware		1001 · Bank of E/O - C...		-170.25
					6326 · Maintenance & ...	-21.99	21.99
					6326 · Maintenance & ...	-59.90	59.90
					6627 · Park Maintenanc...	-85.98	85.98
					6112 · Office Supplies ...	-2.38	2.38
TOTAL						-170.25	170.25
Check	8936	01/07/2019	Meadow Outdoor Adv...		1001 · Bank of E/O - C...		-1,308.00
					8430-3 · Business Star...	-1,308.00	1,308.00
TOTAL						-1,308.00	1,308.00
Check	8937	01/07/2019	Bishop Sanitation Inc.		1001 · Bank of E/O - C...		-85.00
					6622 · Sanitation	-85.00	85.00
TOTAL						-85.00	85.00
Check	8938	01/07/2019	Loop Net		1001 · Bank of E/O - C...		-69.00
					8426 · Advertising & M...	-69.00	69.00
TOTAL						-69.00	69.00
Check	8939	01/07/2019	Gilliam County Treas...		1001 · Bank of E/O - C...		-1,012.00
					8441 · Loan - Principal	-779.26	779.26
					8442 · Loan - Interest	-232.74	232.74
TOTAL						-1,012.00	1,012.00
Check	8940	01/07/2019	Bank of Eastern Oreg...		1001 · Bank of E/O - C...		-429.25
					8426 · Advertising & M...	-3.45	3.45
					6129 · Postage	-8.20	8.20
					6112 · Office Supplies ...	-77.46	77.46
					6112 · Office Supplies ...	-28.99	28.99
					6119 · Commissioner F...	-105.67	105.67
					6112 · Office Supplies ...	-152.49	152.49
					6112 · Office Supplies ...	-52.99	52.99
TOTAL						-429.25	429.25

**PORT OF ARLINGTON**  
**Check Detail**  
January 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8941	01/07/2019	Bank of Eastern Oreg...		1001 · Bank of E/O - C...		-187.37
				8422 · Training/Semina...		-106.10	106.10
				8421 · Travel/Food/Lod...		-16.44	16.44
				8421 · Travel/Food/Lod...		-48.83	48.83
				8421 · Travel/Food/Lod...		-16.00	16.00
TOTAL						-187.37	187.37
Check	8942	01/07/2019	SDIS		1001 · Bank of E/O - C...		-3,431.22
				2100 · Payroll Liabilities		-2,016.28	2,016.28
				2100 · Payroll Liabilities		-1,414.94	1,414.94
TOTAL						-3,431.22	3,431.22
Check	8943	01/07/2019	Arlington Market		1001 · Bank of E/O - C...		-148.41
				6112 · Office Supplies ...		-10.88	10.88
				6127 · Commissioner ...		-137.53	137.53
TOTAL						-148.41	148.41
Check	8944	01/14/2019	The City of Arlington		1001 · Bank of E/O - C...		-1,800.00
				8430 · City of Arlington ...		-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
Check	8945	01/18/2019	Annala, Carey, VanKo...		1001 · Bank of E/O - C...		-507.50
				6113 · Legal Fees		-507.50	507.50
TOTAL						-507.50	507.50
Check	8946	01/18/2019	City of Arlington		1001 · Bank of E/O - C...		-944.48
				6321 · Water Fees - RV		-385.00	385.00
				6329 · Sewer		-340.48	340.48
				6322 · Sanitation - RV		-104.00	104.00
				6111 · Utilities		-43.50	43.50
				8425 · Utilities		-43.50	43.50
				6622 · Sanitation		-28.00	28.00
TOTAL						-944.48	944.48
Check	8947	01/18/2019	Jennifer Smallfoot		1001 · Bank of E/O - C...		-10,000.00
				8430-3 · Business Star...		-10,000.00	10,000.00
TOTAL						-10,000.00	10,000.00
Liability Check	8948	01/22/2019	Oregon Department o...		1001 · Bank of E/O - C...		-9.91
				2100 · Payroll Liabilities		-9.91	9.91
TOTAL						-9.91	9.91
Liability Check	8949	01/22/2019	Oregon Department o...		1001 · Bank of E/O - C...		-33.92
				2100 · Payroll Liabilities		-33.92	33.92
TOTAL						-33.92	33.92
Check	8950	01/24/2019	Pillar Consulting Group		1001 · Bank of E/O - C...		-2,091.50
				8432 · Engineering & S...		-2,091.50	2,091.50
TOTAL						-2,091.50	2,091.50

**PORT OF ARLINGTON**  
**Check Detail**  
January 1 - 30, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8951	01/24/2019	MCEDD		1001 · Bank of E/O - C...		-250.00
					8426 · Advertising & M...	-250.00	250.00
TOTAL						-250.00	250.00
Check	8952	01/24/2019	Gorge Networks		1001 · Bank of E/O - C...		-200.23
					8427 · Telephone & Int...	-49.58	49.58
					6117 · Telephone and I...	-101.15	101.15
					6117 · Telephone and I...	-49.50	49.50
TOTAL						-200.23	200.23
Check	8953	01/24/2019	Oregon Backflow Tes...		1001 · Bank of E/O - C...		-48.00
					6627 · Park Maintenanc...	-48.00	48.00
TOTAL						-48.00	48.00
Check	8954	01/24/2019	Devin Oil Co. Inc		1001 · Bank of E/O - C...		-7,303.00
					6727-1 · Marina Gas	-2,626.50	2,626.50
					6727-2 · Marina Diesel	-4,676.50	4,676.50
TOTAL						-7,303.00	7,303.00
Check	8955	01/24/2019	Ball, Denise / Consult...		1001 · Bank of E/O - C...		-568.75
					6124 · Consultant Serv...	-568.75	568.75
TOTAL						-568.75	568.75
Check	8956	01/24/2019	City of Arlington		1001 · Bank of E/O - C...		-86.65
					6115 · Dues, Subscripti...	-86.65	86.65
TOTAL						-86.65	86.65
Check	8957	01/24/2019	Condon Chamber of ...		1001 · Bank of E/O - C...		-75.00
					8426-1 · Dues & Subsc...	-75.00	75.00
TOTAL						-75.00	75.00

\$51,858.94



**PORT OF ARLINGTON**  
**Deposit Detail**  
 January 1 - 30, 2019

Type	Num	Date	Name	Account	Amount
Deposit		01/02/2019		1001 - Bank of E/O ...	516.17
			Heartland Payment ...	4213-2 · Gasoline S...	-146.20
			Heartland Payment ...	6115-1 · Credit Card...	1.38
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	3.65
TOTAL					-516.17
Deposit		01/02/2019		1001 - Bank of E/O ...	169.31
			Heartland Payment ...	4213-2 · Gasoline S...	-49.00
			Heartland Payment ...	6115-1 · Credit Card...	0.73
			Heartland Payment ...	4211-2 · RV Park W...	-125.00
			Heartland Payment ...	6115-1 · Credit Card...	3.96
TOTAL					-169.31
Deposit		01/03/2019		1001 - Bank of E/O ...	2,470.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-5 · Monthly TV	-20.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			White Lightning Elec...	5032 · Building Leas...	-1,700.00
TOTAL					-2,470.00
Deposit		01/04/2019		1001 - Bank of E/O ...	374.12
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115-1 · Credit Card...	0.88
TOTAL					-374.12
Deposit		01/04/2019		1001 - Bank of E/O ...	5,383.82
			Gilliam County Court	5113 · Grants - Gillia...	-5,383.82
TOTAL					-5,383.82

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01/30/19

**PORT OF ARLINGTON**  
**Deposit Detail**  
**January 1 - 30, 2019**

Type	Num	Date	Name	Account	Amount
Deposit		01/09/2019		1001 · Bank of E/O ...	1,145.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-5 · Monthly TV	-20.00
TOTAL					-1,145.00
Deposit		01/11/2019		1001 · Bank of E/O ...	300.00
			Cash Sales	4210 · Marina Reve...	-120.00
			Cash Sales	4210 · Marina Reve...	-50.00
Payment	01/11/2019		Jerry Hanan	1499 · Undeposited ...	-100.00
Payment	01/11/2019		The City of Arlington	1499 · Undeposited ...	-30.00
TOTAL					-300.00
Deposit		01/14/2019		1001 · Bank of E/O ...	39.52
			Heartland Payment ...	4213-2 · Gasoline S...	-40.58
			Heartland Payment ...	6115-1 · Credit Card...	1.06
TOTAL					-39.52
Deposit		01/16/2019		1001 · Bank of E/O ...	9,279.13
			Gilliam County Trea...	4010 · Taxes-Current	-5,501.72
			Gilliam County Trea...	4011 · Taxes-Prior	-3,777.41
TOTAL					-9,279.13
Deposit		01/18/2019		1001 · Bank of E/O ...	25,903.97
			Gilliam County Clerk	5130 · SIP Funds	-25,528.97
			Cash Sales	4211-1 · RV Park M...	-375.00
TOTAL					-25,903.97

**PORT OF ARLINGTON**  
**Deposit Detail**  
 January 1 - 30, 2019

Type	Num	Date	Name	Account	Amount
Deposit		01/18/2019		1001 · Bank of E/O ...	1,161.43
Payment	13240	01/18/2019	W.I. Construction, Inc.	1499 · Undeposited ...	-1,161.43
TOTAL					-1,161.43
Deposit		01/18/2019		1001 · Bank of E/O ...	41.16
			Heartland Payment ...	4213-2 · Gasoline S...	-42.56
			Heartland Payment ...	6115-1 · Credit Card...	1.40
TOTAL					-41.16
Deposit		01/24/2019		1001 · Bank of E/O ...	4,384.00
			Valley Industrial Ser...	5033 · Flex Bldg Lea...	-4,000.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-4 · RV Park Dr...	-9.00
TOTAL					-4,384.00
Deposit		01/25/2019		1001 · Bank of E/O ...	61.75
			Heartland Payment ...	4213-2 · Gasoline S...	-63.05
			Heartland Payment ...	6115-1 · Credit Card...	1.30
TOTAL					-61.75
Deposit		01/28/2019		1001 · Bank of E/O ...	465.52
			Heartland Payment ...	4213-2 · Gasoline S...	-72.45
			Heartland Payment ...	6115-1 · Credit Card...	1.05
			Heartland Payment ...	4211-3 · RV Park D...	-30.00
			Heartland Payment ...	4211-1 · RV Park M...	-375.00
			Heartland Payment ...	6115 · Dues, Subscr...	10.88
TOTAL					-465.52

10:27 AM

01/30/19

PORT OF ARLINGTON  
Deposit Detail  
January 1 - 30, 2019

Type	Num	Date	Name	Account	Amount
Deposit		01/30/2019		1001 · Bank of E/O ...	1,664.50
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-5 · Monthly TV	-20.00
			Cash Sales	4211-1 · RV Park M...	-375.00
			Cash Sales	4211-3 · RV Park D...	-30.00
				5113 · Grants - Gillia...	-489.50
TOTAL					-1,664.50

\$ 53,359.40

2019 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-19	\$ 3.90	11	109	\$ 413.84	\$ 2.69	0	0	\$ -
February-19								
March-19								
April-19								
May-19								
June-19								
July-19								
August-19								
September-19								
October-19								
November-19								
December-19								
YTD Totals		11	109	\$ 413.84		0	0	\$ -

2018 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-18	\$ 3.46	8	101	\$ 348.57	\$ 2.69	0	0	\$ -
February-18	\$ 3.46	8	75	\$ 258.03	\$ 2.69	0	0	\$ -
March-18	\$ 3.89	16	171	\$ 642.94	\$ 2.69	0	0	
April-18	\$ 3.89	28	251	\$ 890.77	\$ 2.69	0	0	\$ -
May-18	\$ 3.89	31	295	\$ 1,148.39	\$ 2.69	1	109	\$ 294.09
June-18	\$ 3.99	31	491	\$ 1,952.05	\$ 2.69	0	0	\$ -
July-18	\$ 3.99	45	431	\$ 1,729.80	\$ 2.69	2	325	\$ 876.54
August-18	\$ 3.99	42	465	\$ 1,860.38	\$ 2.69	3	155	\$ 417.42
September-18	\$ 4.09	30	296	\$ 1,150.99	\$ 2.69	3	94	\$ 254.24
October-18	\$ 4.09	53	573	\$ 2,352.91	\$ 2.69	4	905	\$ 2,441.98
November-18	\$ 4.09	13	126	\$ 516.79	\$ 2.69	0	0	
December-18	\$ 3.80	7	86	\$ 336.71	\$ 2.69	0	0	
YTD Totals		312	3,360	\$ 13,188.33		13	1588	\$ 4,284.27

2017 Port of Arlington fuel Sales								
Date	\$ / gallon	Gasoline			\$ / gallon	Diesel		
		Number	Gallons	\$ Sales		Number	Gallons	\$ Sales
January-17	\$ 3.44	3	38	\$ 130.34	\$ 2.69		0	\$ -
February-17	\$ 3.44	1	5	\$ 18.83	\$ 2.69		0	
March-17	\$ 3.44	13	168	\$ 336.75	\$ 2.69		0	
April-17	\$ 3.44	28	209	\$ 714.91	\$ 2.69	1	100	\$ 269.96
May-17	\$ 3.44	39	379	\$ 1,311.08	\$ 2.69	0	0	
June-17	\$ 3.95	39	408	\$ 1,480.35	\$ 2.69	4	504	\$ 1,359.18
July-17	\$ 3.95	27	267	\$ 1,056.33	\$ 2.69	3	145	\$ 391.04
August-17	\$ 3.65	47	578	\$ 2,141.55	\$ 2.69	2	93	\$ 250.00
September-17	\$ 3.65	30	239	\$ 873.58	\$ 2.69	0	0	\$ -
October-17	\$ 3.46	27	281	\$ 979.78	\$ 2.69	0	0	\$ -
November-17	\$ 3.46	21	260	\$ 900.39	\$ 2.69	0	0	\$ -
December-17	\$ 3.46	4	53	\$ 184.69	\$ 2.69	0	0	\$ -
YTD Totals		275	2,833	\$ 9,943.89		9	742	\$ 2,270.18

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

YTD

	Jul '18 - Jun 19	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>GENERAL FUND RESOURCES</b>			
4000 · Carryover Balance	1,103,769.00	914,400.00	120.7%
4010 · Taxes-Current	103,862.29	100,000.00	103.9%
4011 · Taxes-Prior	5,691.41	500.00	1,138.3%
4020 · Interest - NOW Checking	63.31		
4021 · Interest - Best A/C	1,922.85		
4022 · Interest - LGIP A/C	15,416.34	10,000.00	154.2%
4030 · Land Rental	425.00	10,000.00	4.3%
4050 · Grain Elevator Lease Pymt	105,250.00	103,000.00	102.2%
4110 · Grants Income			
4111 · OSMB Grant	0.00	100.00	0.0%
4113 · Gilliam County Grant	0.00	100.00	0.0%
4114 · Unanticipated Grant Funds	0.00	100.00	0.0%
4115 · Safety Grant	0.00	100.00	0.0%
4116 · Grant-Island Erosion Repair	0.00	0.00	0.0%
4120 · MAPS Grant	7,000.00	7,050.00	99.3%
<b>Total 4110 · Grants Income</b>	<b>7,000.00</b>	<b>7,450.00</b>	<b>94.0%</b>
4210 · Marina Revenue	4,198.00	5,000.00	84.0%
4211 · RV Park Revenues			
4211-1 · RV Park Monthly Rent	22,520.00		
4211-2 · RV Park Weekly Rent	1,436.00		
4211-3 · RV Park Daily Rent	4,103.00		
4211-4 · RV Park Dry Camp	1,240.00		
4211-5 · Monthly TV	180.00		
4211 · RV Park Revenues - Other	0.00	40,000.00	0.0%
<b>Total 4211 · RV Park Revenues</b>	<b>29,479.00</b>	<b>40,000.00</b>	<b>73.7%</b>
4213 · Marina Fuel Revenue			
4213-2 · Gasoline Sales	8,361.42	7,000.00	119.4%
4213-1 · Diesel Sales	3,990.18	2,000.00	199.5%
<b>Total 4213 · Marina Fuel Revenue</b>	<b>12,351.60</b>	<b>9,000.00</b>	<b>137.2%</b>
4214 · Marina Power and Water Revenue	320.00	200.00	160.0%
4340 · Willow Creek Rock Sales	12,657.89	5,000.00	253.2%
4350 · Willow Creek Lease Revenue	10,000.00		
4400 · Donations/Gifts	4,000.00	100.00	4,000.0%
4500 · Miscellaneous Income	210.00	100.00	210.0%
<b>Total GENERAL FUND RESOURCES</b>	<b>1,416,616.69</b>	<b>1,204,750.00</b>	<b>117.6%</b>
<b>5000 · ECONOMIC DEVELOP FUND RESOURCES</b>			
5005 · Carryover (cash basis)	458,206.00	335,056.00	136.8%
5031 · Building Lease 11-002	53,200.00	91,200.00	58.3%
5032 · Building Lease 11-004	15,900.00	1,000.00	1,590.0%
5033 · Flex Bldg Lease	4,250.00	1,000.00	425.0%
5113 · Grants - Gilliam County	266,997.57	350,000.00	76.3%
5114 · Unanticipated Grant Funds	0.00	1,000.00	0.0%
5116 · Grants - Other	7,848.00	6,000.00	130.8%
5130 · SIP Funds	25,528.97	25,000.00	102.1%
5600 · Transfer from General Fund	0.00	0.00	0.0%
<b>Total 5000 · ECONOMIC DEVELOP FUND RESOURCES</b>	<b>831,930.54</b>	<b>810,256.00</b>	<b>102.7%</b>
<b>RESERVE FUND RESOURCES</b>			
9000 · Reserve Fund Beginning Balance	41,463.00	41,000.00	101.1%
9001 · Transfer from General Fund	10,300.00	10,300.00	100.0%
9002 · Interest Earned Reserve Fund	590.79	350.00	168.8%
<b>Total RESERVE FUND RESOURCES</b>	<b>52,353.79</b>	<b>51,650.00</b>	<b>101.4%</b>
<b>Total Income</b>	<b>2,300,901.02</b>	<b>2,066,656.00</b>	<b>111.3%</b>
<b>Expense</b>			
6560 · Payroll Expenses	0.00		

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

	Jul '18 - Jun 19	Budget	% of Budget
<b>GENERAL FUND EXPENSES</b>			
<b>ADMINISTRATION EXPENSES</b>			
<b>6000 · Personal Services - AD</b>			
6008 · Port Manager	12,727.58	23,000.00	55.3%
6009 · Administrative Assistant	24,973.43	45,000.00	55.5%
6011 · Payroll Taxes - Staff	2,965.69	5,000.00	59.3%
6012 · Training	0.00	500.00	0.0%
6013 · Workmens Compensation	119.74	250.00	47.9%
6015 · Employee Benefits Insurance	9,876.50	25,000.00	39.5%
6016 · Employee Benefits Retirement	5,474.69	8,000.00	68.4%
<b>Total 6000 · Personal Services - AD</b>	<b>56,137.63</b>	<b>106,750.00</b>	<b>52.6%</b>
<b>6100 · Materials and Services - AD</b>			
6111 · Utilities	1,419.69	3,000.00	47.3%
6112 · Office Supplies and Equipment	1,771.19	3,000.00	59.0%
6113 · Legal Fees	4,976.50	9,000.00	55.3%
6114 · Insurance, Treasurer Bond	0.00	500.00	0.0%
6115 · Dues, Subscriptions, Fees			
6115-1 · Credit Card Fees	972.77	3,000.00	32.4%
6115 · Dues, Subscriptions, Fees - Other	2,535.51	2,000.00	126.8%
<b>Total 6115 · Dues, Subscriptions, Fees</b>	<b>3,508.28</b>	<b>5,000.00</b>	<b>70.2%</b>
6116 · Audit, Budget, Legal Notices	6,910.00	8,000.00	86.4%
6117 · Telephone and Internet Srv.	1,609.00	2,000.00	80.5%
6118 · Advertising - AD	0.00	250.00	0.0%
6119 · Commissioner Fees/Expenses	2,359.76	2,500.00	94.4%
6120 · Medi/SS for Commissioners	80.32	300.00	26.8%
6121 · Donations	325.00	1,000.00	32.5%
6122 · Meetings and Elections	0.00	2,000.00	0.0%
6123 · Miscellaneous - AD	65.00	200.00	32.5%
6124 · Consultant Services	568.75	2,000.00	28.4%
6126 · Contingency	0.00	30,700.00	0.0%
6127 · Commissioner Conference & Trave	661.69	3,000.00	22.1%
6128 · Staff Travel/Food/Lodging	126.54	500.00	25.3%
6129 · Postage	270.71	800.00	33.8%
6130 · Bad Debt Write Off	0.00	1,500.00	0.0%
6100 · Materials and Services - AD - Other	55.56		
<b>Total 6100 · Materials and Services - AD</b>	<b>24,707.99</b>	<b>75,250.00</b>	<b>32.8%</b>
<b>6170 · Transfers Out of General Fund</b>	<b>10,300.00</b>	<b>10,300.00</b>	<b>100.0%</b>
<b>Total ADMINISTRATION EXPENSES</b>	<b>91,145.62</b>	<b>192,300.00</b>	<b>47.4%</b>
<b>ISLAND PARK</b>			
<b>6600 · Personal Services</b>			
6610 · Maintenance Person	3,935.97	12,500.00	31.5%
6611 · Payroll Taxes	318.66	750.00	42.5%
6612 · Worker's Comp Insurance	141.85	500.00	28.4%
<b>Total 6600 · Personal Services</b>	<b>4,396.48</b>	<b>13,750.00</b>	<b>32.0%</b>
<b>6620 · Materials &amp; Services</b>			
6621 · Water Fees	0.00	1,200.00	0.0%
6622 · Sanitation	457.00	1,000.00	45.7%
6623 · Comfort Station Supplies	151.63	1,800.00	8.4%
6624 · Park Electricity	941.78	1,500.00	62.8%
6625 · Pest Control / Chem & Fert.	0.00	200.00	0.0%
6626 · Insurance	0.00	2,000.00	0.0%
6627 · Park Maintenance & Supplies	812.42	2,800.00	29.0%
6628 · Miscellaneous	0.00	100.00	0.0%
<b>Total 6620 · Materials &amp; Services</b>	<b>2,362.83</b>	<b>10,600.00</b>	<b>22.3%</b>
<b>6630 · Capital Outlay</b>			
6635 · Grant Match Isl.Erosion Repair	0.00	20,000.00	0.0%
6634 · Grant Island Erosion Repair	0.00	10,000.00	0.0%
6631 · Park Improvements	0.00	90,000.00	0.0%
6632 · Engineering & Surveying	940.00	10,000.00	9.4%
<b>Total 6630 · Capital Outlay</b>	<b>940.00</b>	<b>130,000.00</b>	<b>0.7%</b>
<b>Total ISLAND PARK</b>	<b>7,699.31</b>	<b>154,350.00</b>	<b>5.0%</b>

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

YTD

	Jul '18 - Jun 19	Budget	% of Budget
<b>MARINA</b>			
6700 · Personal Services			
6710 · Maintenance Person	211.55	3,700.00	5.7%
6711 · Payroll Taxes	13.86	250.00	5.5%
6712 · Worker's Comp Insurance	50.00	50.00	100.0%
6700 · Personal Services - Other	15.42		
<b>Total 6700 · Personal Services</b>	<b>290.83</b>	<b>4,000.00</b>	<b>7.3%</b>
6720 · Materials & Services			
6721 · Marina Electricity	1,159.94	3,000.00	38.7%
6722 · OMB Repairs - 1/2 MAPS	225.18	2,000.00	11.3%
6723 · Insurance	0.00	2,500.00	0.0%
6724 · Marina Maint. & Supplies	1,356.33	2,500.00	54.3%
6725 · Miscellaneous	285.29	500.00	57.1%
6727 · Marina Fuel			
6727-2 · Marina Diesel	4,676.50	3,000.00	155.9%
6727-1 · Marina Gas	8,078.08	11,000.00	73.4%
<b>Total 6727 · Marina Fuel</b>	<b>12,754.58</b>	<b>14,000.00</b>	<b>91.1%</b>
<b>Total 6720 · Materials &amp; Services</b>	<b>15,781.32</b>	<b>24,500.00</b>	<b>64.4%</b>
<b>Total MARINA</b>	<b>16,072.15</b>	<b>28,500.00</b>	<b>56.4%</b>
<b>RV PARK EXPENSES</b>			
6300 · Personal Services - RV			
6310 · Maintenance Person - RV	228.55	3,000.00	7.6%
6311 · Payroll Taxes, Maintenance - RV	14.02	300.00	4.7%
6312 · Workmens Compensation - RV	200.00	200.00	100.0%
<b>Total 6300 · Personal Services - RV</b>	<b>442.57</b>	<b>3,500.00</b>	<b>12.6%</b>
6320 · Materials & Services - RV			
6321 · Water Fees - RV	2,322.80	4,000.00	58.1%
6322 · Sanitation - RV	754.00	2,000.00	37.7%
6323 · Electricity - RV Park	5,128.84	7,500.00	68.4%
6324 · WIFI - RV	325.20	600.00	54.2%
6325 · Advertising - RV	0.00	500.00	0.0%
6326 · Maintenance & Supplies - RV	191.71	1,000.00	19.2%
6327 · Insurance - RV	0.00	1,000.00	0.0%
6328 · Misc. - RV	12.00	500.00	2.4%
6329 · Sewer	2,618.24	4,000.00	65.5%
<b>Total 6320 · Materials &amp; Services - RV</b>	<b>11,352.79</b>	<b>21,100.00</b>	<b>53.8%</b>
6340 · Capital Outlay - RV			
6341 · RV Park Const Improv	0.00	5,000.00	0.0%
<b>Total 6340 · Capital Outlay - RV</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.0%</b>
<b>Total RV PARK EXPENSES</b>	<b>11,795.36</b>	<b>29,600.00</b>	<b>39.8%</b>
<b>WILLOW CREEK QUARRY</b>			
6520 · Materials & Services - WQ			
6523 · Miscellaneous - WQ	1,086.97	1,200.00	90.6%
6524 · Travel	0.00	100.00	0.0%
<b>Total 6520 · Materials &amp; Services - WQ</b>	<b>1,086.97</b>	<b>1,300.00</b>	<b>83.6%</b>
6540 · Capital Outlay - WQ			
6542 · Engineering & Surveying	0.00	50,000.00	0.0%
6540 · Capital Outlay - WQ - Other	0.00	748,700.00	0.0%
<b>Total 6540 · Capital Outlay - WQ</b>	<b>0.00</b>	<b>798,700.00</b>	<b>0.0%</b>
<b>Total WILLOW CREEK QUARRY</b>	<b>1,086.97</b>	<b>800,000.00</b>	<b>0.1%</b>
<b>Total GENERAL FUND EXPENSES</b>	<b>127,799.41</b>	<b>1,204,750.00</b>	<b>10.6%</b>
<b>8400 · ECON.DEVELOP.FUND EXPENSES</b>			
<b>PERSONNEL SERVICES</b>			
8410 · Officer	38,182.83	67,000.00	57.0%
8410-1 · Admin. Asst. 1/3	11,275.84	20,000.00	56.4%
8411 · Payroll Taxes	3,818.96	9,500.00	40.2%
8412 · Worker's Comp Ins.	100.00	300.00	33.3%
8413 · Employee Benefits - Insurance	13,628.96	35,000.00	38.9%
8414 · Employee Benefits - Retirement	6,614.30	15,000.00	44.1%
<b>Total PERSONNEL SERVICES</b>	<b>73,620.89</b>	<b>146,800.00</b>	<b>50.2%</b>



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

	Jul '18 - Jun 19	Budget	% of Budget
<b>MATERIALS AND SERVICES</b>			
8421 · Travel/Food/Lodging	3,333.34	8,000.00	41.7%
8422 · Training/Seminars/Conventions	256.10	5,000.00	5.1%
8423 · Legal Fees	1,050.00	1,000.00	105.0%
8424 · Office Supplies & Equipment	983.35	1,000.00	98.3%
8424-3 · Consultant	0.00	4,000.00	0.0%
8425 · Utilities	1,295.54	1,500.00	86.4%
8426 · Advertising & Marketing	3,472.08	35,000.00	9.9%
8426-1 · Dues & Subscriptions	325.00	500.00	65.0%
8426-2 · A Town Throw Down	60.00		
8427 · Telephone & Internet Service	1,303.16	3,500.00	37.2%
8428 · Website Develop. & Maint.	50.00	1,500.00	3.3%
8429 · Building Insurance	465.00	9,000.00	5.2%
8430 · City of Arlington Insitu Lease	14,400.00	21,600.00	66.7%
8430-1 · Feasibility Studies	16,997.57	114,000.00	14.9%
8430-2 · Grant Match	0.00	15,000.00	0.0%
8430-3 · Business Start Up Program	30,085.48	35,000.00	86.0%
8430-4 · Property Taxes	5,018.04	5,000.00	100.4%
8433 · Telecom Infrastr Creation	0.00	0.00	0.0%
8439 · Contingency	0.00	30,000.00	0.0%
<b>Total MATERIALS AND SERVICES</b>	<b>79,094.66</b>	<b>290,600.00</b>	<b>27.2%</b>
<b>CAPITAL OUTLAY</b>			
8431 · Land Improvements/Development	0.00	17,000.00	0.0%
8432 · Engineering & Surveying	9,823.70	37,856.00	26.0%
8435 · Building Construction	213,778.01	305,856.00	69.9%
<b>Total CAPITAL OUTLAY</b>	<b>223,601.71</b>	<b>360,712.00</b>	<b>62.0%</b>
<b>DEBT SERVICE</b>			
8441 · Loan - Principal	5,381.46	9,250.63	58.2%
8442 · Loan - Interest	1,702.54	2,893.37	58.8%
<b>Total DEBT SERVICE</b>	<b>7,084.00</b>	<b>12,144.00</b>	<b>58.3%</b>
<b>Total 8400 · ECON.DEVELOP.FUND EXPENSES</b>	<b>383,401.26</b>	<b>810,256.00</b>	<b>47.3%</b>
<b>RESERVE FUND EXPENSES</b>			
9500 · Repair, Maint.,Grant Match	0.00	51,650.00	0.0%
<b>Total RESERVE FUND EXPENSES</b>	<b>0.00</b>	<b>51,650.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>511,200.67</b>	<b>2,066,656.00</b>	<b>24.7%</b>
<b>Net Ordinary Income</b>	<b>1,789,700.35</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>1,789,700.35</b>	<b>0.00</b>	<b>100.0%</b>

PORT OF ARLINGTON  
Profit & Loss Prev Year Comparison  
July 1, 2018 through January 30, 2019

	TOTAL															
	Nov 18	Nov 17	\$ Change	% Change	Dec 18	Dec 17	\$ Change	% Change	Jan 1 - 30, 19	Jan 1 - 30, 18	\$ Change	% Change	Jan 1, '18 - Jan 30, '19	Jan 1, '17 - Jan 30, '18	\$ Change	% Change
4210 - Marina Revenue	170.00	-556.00	726.00	130.58%	352.00	656.00	-304.00	-46.34%	270.00	250.00	20.00	8.0%	4,198.00	3,880.00	318.00	8.2%
4211 - RV Park Revenues																
4211-1 - RV Park Monthly Rent	3,000.00	3,005.00	-5.00	-0.17%	3,000.00	2,250.00	750.00	33.33%	4,875.00	2,250.00	2,625.00	116.87%	22,520.00	19,180.00	3,340.00	17.41%
4211-2 - RV Park Weekly Rent	0.00	625.00	-625.00	-100.0%	0.00	0.00	0.00	0.0%	125.00	0.00	125.00	100.0%	1,436.00	2,500.00	-1,064.00	-42.56%
4211-3 - RV Park Daily Rent	208.00	150.00	58.00	38.67%	20.00	90.00	-70.00	-77.78%	60.00	30.00	30.00	100.0%	4,103.00	4,480.00	-377.00	-8.42%
4211-4 - RV Park Dry Camp	20.00	46.00	-26.00	-56.52%	0.00	0.00	0.00	0.0%	9.00	18.00	-9.00	-50.0%	1,240.00	954.00	286.00	29.98%
4211-5 - Monthly TV	40.00	0.00	40.00	100.0%	40.00	0.00	40.00	100.0%	60.00	0.00	60.00	100.0%	180.00	0.00	180.00	100.0%
4212 - RV Park fee Refund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	-500.00	500.00	100.0%
Total 4211 - RV Park Revenues	3,268.00	3,826.00	-558.00	-14.58%	3,060.00	2,340.00	720.00	30.77%	5,129.00	2,298.00	2,831.00	123.19%	29,479.00	26,614.00	2,865.00	10.77%
4213 - Marina Fuel Revenue																
4213-2 - Gasoline Sales	516.79	900.39	-383.60	-42.6%	336.71	184.69	152.02	82.31%	413.84	348.57	65.27	18.73%	8,361.42	6,484.89	1,876.53	28.94%
4213-1 - Diesel Sales	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	3,990.18	641.04	3,349.14	522.45%
Total 4213 - Marina Fuel Revenue	516.79	900.39	-383.60	-42.6%	336.71	184.69	152.02	82.31%	413.84	348.57	65.27	18.73%	12,351.60	7,125.93	5,225.67	73.33%
4214 - Marina Power and Water Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	320.00	260.00	60.00	23.08%
4340 - Willow Creek Rock Sales	910.89	1,509.92	-599.03	-39.67%	238.44	1,562.09	-1,323.65	-84.74%	1,161.43	0.00	1,161.43	100.0%	12,657.89	13,252.46	-594.57	-4.49%

## Port Manager/ Economic Development Report February 12, 2019

The Port of Arlington's mission is to *support the creation, retention, expansion, and recruitment of businesses and jobs that will enhance the economy and quality of life of Gilliam County.*

This report covers recent activities of the Port of Arlington including developments at Arlington Mesa, Island Park and Willow Creek industrial parks.

### **Administration**

Welcome to the new County Court, Judge Elizabeth Farrar, Commissioner Sherrie Wilkins, and Commissioner Leslie Weatherall. The new court was sworn in on January 3, 2019 and officially were seated at Midnight Sunday January 6. The first Court meetings have been a model of efficiency.

The Port's final audit report is complete and available for public review. No major findings or issues of concern were reported. Several accounting adjustments were required to reconcile payments that occurred across the two budget fiscal years. The flex building project drove many of these adjustments as some cost occurred in previous fiscal year yet checks were written in the current fiscal year.

The Port thanks Judge Steve Shaffer and Commissioner Michael Weimer for their service to Gilliam County. In the Port's Quarterly report to the County Court in December numerous projects undertaken by the Port were highlighted. The projects included industrial capacity, recreational, and quality of life improvements. The results of these combined efforts saw seven (7) straight years of growing population, a turnaround from years of declining population in Gilliam County. The Power Point presentation is available on the Port's web site.

### **Industrial Parks**

Arlington Mesa Flex Building – Three different companies expressed interest in the Flex building, two have toured the site. Valley Industrial Services, LLC signed a 5 years lease on the entire flex building site. VIS found the ready expansion capability of the building an attractive feature. The building can be doubled in size, by expanding the foot print to the east.

After the VIS agreement signing, the Port received inquiries from three other firms searching for industrial space. While the Port's board took a calculated risk in building a speculation industrial facility, it is apparent there is demand for industrial space. Time to think about building additional space?



**Leased!**

#### **Lower Willow Creek Irrigation Project**

Cascade Earth Science Engineers finished Feasibility Study. The report is now posted on the Port's web site. The Lower Willow Creek Irrigation committee has meetings scheduled for February 5<sup>th</sup> and February 12<sup>th</sup>. The Port's Board of Commissioners is looking forward to receiving the committee's guidance on how they would like to proceed. Irrigation offers tremendous cropping opportunities for Gilliam County Farmers, a six-fold increase in production. Irrigation offers the ability to vary crops, build soil, lessen wind and soil erosion, and provide better habitat for flora and fauna. Not to mention having a reliable source of water lessens the negative effects of climate change and provides for more predictable outcomes for cropping success.

#### **Island Park and Marina**

The Port has submitted Marine Board requested parking area changes to the Port's engineer for the bathroom replacement project. The Marine board sought more delineation between recreational users and boater trailers to smooth traffic cross over between pedestrians and vehicle/boat trailers. Once these changes are made the Port will submit a grant request to the Marine Board.

#### **Up Coming Dates:**

- February 5<sup>th</sup> – Lower Willow Creek Committee, 5 p.m.
- February 12<sup>th</sup> – Lower Willow Creek Drainage Area Economic Feasibility report work session, Gronquist Building, 2 p.m.  
Port Board of Commissioners meeting, 5 p.m. Port Office, Arlington
- February 14<sup>th</sup> – ATVC board meeting, 6 p.m.
- February 18<sup>th</sup> – Presidents Day
- February 21<sup>st</sup> – Pioneer CDC, 2 p.m. Condon