**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**July 14, 2020**

**5 p.m.**

**Port Office, 100 Island Park Rd., Arlington, OR**

**1. The Port of Arlington Commission meeting was called to order at 5:09 pm by President Wilson.**

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

**Absent:** Commissioner Hunking

**Audience:** None

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

**3. Consent Agenda:**

* Approval of June 9, 2020 Commission Meeting Minutes
* Approval of June 2020 Payables and Financials

Commissioner Kennedy moved to approve the consent agenda and Commissioner Shaffer seconded. The motion carried 4-0.

**4. Presidents Report:** None

**5. Commissioner Reports**: None.

**6. Economic Development:**

6.1 EDO Report – EDO Mitchell said the Port had some wind damage from last

months storm. EDO Mitchell was told the sustained wind in Arlington was 76

miles per hour and the gusts were 95 miles per hour. There were six trees that

had severe damage and had to be taken care of immediately as they posed a

risk to the public. The Port has many more trees with damage and need to be

trimmed as soon as possible. EDO Mitchell received a bid for the remaining trees

and the cost is $5000 to finish trimming the trees. Commissioner Shaffer moved

to having trees trimmed with a cost of $5000. Commissioner McGuire seconded

and the motion carried 4-0.

MCP paved around the south side of the scale, around the north side of elevator

and the pivot point on the west end.

EDO Continued:

Several prospects toured the Flex building. These prospects were each from

different industries. Where the Port’s sites did not work we sent the clients to

more suitable properties held by the County and private land owners.

EDO Mitchell has been working with American Cruise lines so they could

dock at the Port as part of Columbia River Cruise package. American Cruise lines

was under the CDC size and State recommended passenger threshold at the

time the Company sought to dock in Arlington. The State asked them to develop

protocols for each stop along the journey. They did. Port staff worked with City

for a joint letter of support. The cruise vessel sought City Services while they

were docked too. Governor Brown canceled all overnight cruises that will dock at

numerous ports of call. Overnight out and back is permitted as well as out and

back dinner cruises.

The Ports Video-VLOG contest has been announced with video due August 10th

and winners announced on August 15th. Several contestants have already

started making video’s. The basketball, car show and concert have been

cancelled. The Video contest winners will now be announced via Facebook and

contestants by direct email.

EDO Mitchell stated that the Marine Board Grant application was re-submitted

under a new format. This is the first time the Marine Board will be awarding

grants for non-motorized access. The Port had estimated an average of eight

cars per wind event when the Port installed the Launch. Today the Port is

averaging eighteen vehicles on windy days and Twenty-five to thirty on really

attractive wind days. The launch is performing better than expected at attracting

people to Arlington.

The Railroad Depot project is coming along nicely. China Creek Construction is

putting the final touches on the building. EDO Mitchell walked through the

building. The crew is doing a beautiful job. The quality of work is outstanding

and will be enjoyed for years to come.

The new billboards artwork will be installed soon. The County Court and

Arlington Chamber have been great supporters of the billboards and have paid

for half the cost each year. The three-year contract will expire early next year.

The billboards have been a great way to advertise the Gateway to Fun and

Gilliam County. Without continued support of our partners the billboards will not

be possible. This may be their last year.

EDO Mitchell has been working with a potential client for Willow Creek. The

prospect needs rail. EDO Mitchell facilitated a meeting between the client and

Union Pacific to work out the details of their requirements. If they can get access

to rail the business should be up and running this fall or next spring.

EDO Continued:

The unemployment program of an additional $600 a week will end the end of this

Month (July). After the Governor’s last mask order, Arlington saw one restaurant

close down for now.

Oregon Public Ports has a new State Public Ports Manager, Stephanie Prybyl.

She is doing a great job under the circumstances and is seeking ways to get

Oregon more proactive on the Legislation front, both State wide and

Federal.

7. **Administration**

7.1 Annual Housekeeping

7.1.1 Designate monthly meeting date, time, and place – Commissioner

Kennedy moved to keep all items the same as last year. Vice President Kennedy seconded and the motion carried 4-0.

7.1.2 Designate Newspapers of record, Attorney of Record, Depositories of

Record; Auditor of Record. Commissioner Shaffer moved to keep all the

same as last year The Times Journal and East Oregonian are

newspapers of record; Depositories of record are the Bank of Eastern

Oregon and LGIP, and CPA firm of record Solutions, CPA’s PC with one

exception Attorney of record is Vankoten and Cleaveland.

Vice President Kennedy seconded and the motion carried 4-0

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7.2 Appoint Budget Officer for FY 2020-2021 – Commissioner Shaffer moved

to appoint Kelly Margheim as Budget Officer for FY 2020-21.

Commissioner McGuire seconded and the motion carried 4-0,

7.3 Port Commission Election of Officers for President, Vice President, Secretary/Treasurer. Commissioner Shaffer moved to keep the same Officers. President Ron Wilson; Vice President Dewey Kennedy; Secretary/Treasurer Kevin Hunking. Commissioner McGuire seconded. The motion carried 4-0

Break for Dinner 5:54 pm – 6:22 pm

Reconvene to Executive Session at 6:22pm

8. Executive Session per ORS 192.660(2)(h): To consult with Attorney regarding your legal rights and duties in regard to current litigation that is more likely than likely than not to be filed.

Reconvene to Regular Session at 7:09pm

No formal decision to be made

Meeting adjourned 7:10 pm

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