

**Budget Workshop
March 14, 2017
Port Office
Gilliam County Courthouse
Condon, Oregon
4:00 pm**

1. **Big Picture Spreadsheet Discussion**-Admin. Asst. Ball reviewed the spreadsheet and walked the Board through the proposed budget line items.
2. **Port Project Discussion**
 - 2.1 **Flex Building** – EDO Mitchell handed out information for an 8000 sq. ft. metal building. He is proposing 16x16 doors with a 22 ft. building height. This would be a bare bones building and tenants would provide their own improvements. Commissioner Kennedy said that size building would cost about \$2,000,000 as a Public Works project with BOLI wages. EDO Mitchell was asked to reduce the size of the building down to 6,000 and prepare a new cost estimate. He will also ask for additional funds from the County.
 - 2.2 **Island Park improvements discussion** - Commissioner Kennedy said that a new restroom and other wind boarder improvements at Island Park won't provide income for the Port.
3. **Budget Guidance** – Discussion on where the Board would like to see funds budgeted.
4. **Budget Committee Meeting Date Proposed May 9th at 4 pm** – The Board was in consensus with this date and time.

**MINUTES
Port Commission Meeting
Port of Arlington
March 14, 2017
Port Office
Gilliam County Courthouse
Condon, Oregon
5:00 pm**

Regular Commission Meeting

1. **The Port of Arlington Commission meeting was called to order at 5:15 pm by President Wilson.**

Those Present: President Wilson; Vice President Kennedy; Commissioner Fitzsimmons; Commissioner Hunking; Commissioner Nation; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Attorney Will Carey

Absent: None

Audience: Nicole Rees

2. Public Comment on non-agenda items- None

3. Consent Agenda:

- Approval of February 14, 2017 Commission Meeting Minutes
- Approval of February 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: New billboard sign in The Dalles looks good.

5. Commissioner Reports: Commissioner Kennedy said the chip seal materials for the Marine Board grant project will be ordered right away. Consensus of the Board is to prepay for the materials for the Road Department, approximately \$12,000 - \$15,000. The agreement will be signed and provided to the Marine Board.

6. Economic Development:

- 6.1 Ag Lab Closure – President Wilson said the County Court does not want to further fund and lab and will close the lab with the termination of the Port's one year lease. Staff, customers, and vendors have been notified the doors will close on March 30, 2017. The GCMSpec unit and grinder belong to the Port and a decision will need to be made regarding their disposal. The Court is seeking a way to terminate their grant agreement with EDA for the lab facility. Once that agreement is concluded the building may be sold or leased without condition from EDA.
- 6.2 EDO Report - EDO Mitchell reviewed several items in his monthly report with the Board including, the Windsurf Association grant of \$5000 as a contribution to the river access project.
Update on the June 17th Downriver, Kite and wind event. EDO Mitchell told the Board he attended the Cannabis Conference. It was a good conference with lots of growers, investors and equipment providers.
- 6.3 Small Business Assistance Grant Application- Nicole Rees presented her SBA application to the board. Board had a discussion on the funds left in the SBAP budget. Following discussion Commissioner Hunking moved to approve \$5,700 to Ms. Rees on a reimbursement basis with quarterly reports to the Board from Ms. Rees. Commissioner Nation seconded. Motion carried 5-0.
- 6.4 Declaration of Cooperation Place Based Integrated Resource Planning Pilot Program – Board and Staff discussed the program. Commissioner Kennedy said this should be tabled until the next meeting. EDO Mitchell will ask Sandy McKay to attend.
- 6.5 Hangar Building Update- EDO Mitchell told the Board the quote for Pacific Power to upgrade to three-phase power is \$22,000. The prospective tenant submitted a Conditional Use Permit application to the City Planner. Some of the applicants' conditions were being researched by the Planner. The prospective tenant should give the Port a decision on Thursday.

Recess for Dinner 6:30 pm.

Reconvene to Meeting at 6:55 pm.

Meeting Cont'd

7. Island Park –

- 7.1 River Access Project Update – Project is complete as of March 7, 2017. The contractor came in under budget and under bid at \$113,000.
 - 7.1.1 Flowing Solutions Contract – Commissioner Hunking moved to approve up to \$1,500 to finalize the Flowing Solutions engineering contract. Commissioner Fitzsimmons seconded and the motion carried 5-0.
EDO Mitchell told the Board he will provide a cost estimate for a new bathroom and showers. Also a cost estimate for sewer and water to the west end of the Island as this will be a new project for the coming fiscal year.
- 7.2 Marine Board Grant Documents for approval - Commissioner Hunking moved to approve the Marine Board Grant for \$31,441.87 to chip seal the parking areas in the Park and Commissioner Fitzsimmons seconded. The motion carried 5-0.

8. Administration –

- 8.1 Budget Calendar for Approval - Commissioner Fitzsimmons moved to approve the Budget Calendar and Commissioner Hunking seconded. The motion carried 5-0.
- 8.2 Funding Request to County Court – The Board directed EDO Mitchell to request \$800,000 for assistance with a new flex building, new bathrooms, infrastructure improvements at Island Park, and continuation of the Port's Small Business Assistance program.
- 8.3 Auditors Contract and Engagement Letter – Commissioner Kennedy moved to approve the Auditors Contract and Commissioner Hunking seconded. The motion carried 5-0.
- 8.4 Fiber to the Mesa – Cost sharing for installation of the main fiber line to the Mesa Industrial Park to be negotiated by EDO Mitchell with the City and Insitu.

Meeting adjourned 7:40 pm

President Ron Wilson

V.P. Dewey Kennedy