**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**July 10, 2018**

**5 p.m.**

**Gilliam County Courthouse**

**Condon, OR**

**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; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Attorney Ruben Cleaveland;

**Absent:** Vice President Kennedy; Commissioner Hunking;

**Audience:** Paul Jayo; Susan Jones; Leah, Shaina, and Delaney Watkins; Les Ruark; Judge Shafer; Kip Krebs

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

**3. Consent Agenda:**

* Approval of June 12, 2018 Commission Meeting Minutes
* Approval of June 2018 Payables and Financials

Commissioner Fitzsimmons moved to approve the consent agenda and Commissioner McGuire seconded. The motion carried 3-0.

**4. Chairman’s Report:** Request from Woolery Group to hold their annual Oktoberfest on Port property October 18 through 22, 2018. Consensus was to approve the request upon submittal of the required paperwork. Rod McGuire, key member of the Woolery project, abstained from any action or discussion.

**5. Commissioner Reports**: None

6. **Small** **Business Assistance Grants**

 6.1 Countryside Dispatch Quarterly Report-The have moved 8 loads so far. Juniper Farms in Fossil has signed with them and they will be hauling for them tomorrow. They are currently processing two new clients. Their cash flow is good. They have created a website and a Facebook page.

 6.2 Small Town Gossip, Jennifer Tilton – Ms. Tilton asked that her application be withdrawn indefinitely.

 6.3 Paul Jayo, Arlington Towing, grant request for consideration. Mr. Jayo has been located at the former Industrial Tire building for the last 8 months. He is performing body work and mechanical work and wants to add a much needed towing service and is asking for $4,880 to bring his tow truck into good working order. The Board agreed that there is definitely a need for a towing service in our area. Commissioner Fitzsimmons moved to approve the Grant request of $4,880, with Conditions of Approval:

1.Quarterly reports, presented to the Board by the grant recipient, are required for the first year. They shall include a financial report and profit and loss spreadsheet along with a written progress report.

2. One year residence in Gilliam County, following approval of the grant.

3. Funds will be distributed on a reimbursement policy. Grant recipient will purchase materials and supplies and bring receipts to the Port for reimbursement.

4. A grant agreement will be prepared by Port Attorney. The agreement will include the conditions of approval along with a clause that the grant recipient will reimburse the Port for all monies received if grant recipient does not comply with the conditions of approval.

 Commissioner McGuire seconded. The motion carried 3-0.

**7. Economic Development:**

7.1 Lease Amendments and Renewals

 7.1.1 WI Construction Inc. lease renewal. Commissioner McGuire moved to approve the Quarry Lease extension with WI Construction and Commissioner Fitzsimmons seconded. The motion carried 3-0.

 7.1.2 Mid Columbia Producers – Discussion on draft lease amendment and leased area. Only the property upon which the scale and ramps sit is considered the leased property. Following discussion Commissioner Fitzsimmons moved to approve the lease amendment of MCP for the new scale. Commissioner McGuire seconded and the motion carried 3-0.

7.2 Irrigation Feasibility Study Discussion –EDO Mitchell gave the Board and audience a brief history of the Irrigation Project. Currently the Irrigation Exploratory Committee has been holding meetings and has attended a meeting with the City Council. Kip Krebs shared diversion point and routing information he has obtained. EDO Mitchell shared two maps with the Board. EDO Mitchell went through his scope of work document that was sent to three Engineering Firms, IRZ, Anderson and Perry, and CES. A spreadsheet with the results was handed to the Board. EDO Mitchell went through the results with the Board.

Break for Dinner 6:15 pm – 6:45 pm

Meeting cont’d

The Board consensus was to add “water right evaluation” to CES contract.

Following a short discussion Commissioner Fitzsimmons moved to accept CES Feasibility Study with a “not to exceed cost of $17,000”. Commissioner McGuire seconded and the motion carried 3-0.

7.3 Flex Building Lease Pricing Structure – Tabled to next meeting

7.4 EDO Report – A Town Throw Down Recap - The Board directed Port Manager to get a release for Tony Price photography from The A Town Throw Down event.

8.0 **Administration**

 8.1 Annual Housekeeping

8.1.1 Designate monthly meeting date, time, and place – Commissioner McGuire moved to keep all items the same as last year. Commissioner Fitzsimmons seconded and the motion carried 3-0.

8.1.2 Designate Newspapers of record, Attorney of Record, Depositories of Record; Auditor of Record. Commissioner McGuire moved to keep all the same as last year. Commissioner Fitzsimmons seconded and the motion carried 3-0.

8.2 Appoint Budget Officer for FY 2018-19 – Commissioner Fitzsimmons moved to appoint Denise Ball as Budget Officer for FY 2018-19. Commissioner McGuire seconded and the motion carried 3-0,

8.3 Port Commission Election of Officers for President, Vice President, Secretary/Treasurer. Commissioner Fitzsimmons moved to keep the same Officers and Commissioner McGuire seconded. The motion carried 3-0

8.4 *Executive Session per ORS 192.660(2)(a) to consider the employment of an officer, employee, staff member, or agent…*

 Recess to Executive Session at 7:26 pm

 Re-Adjourn to Regular Session at 7:56

Action following Executive Session: Commissioner McGuire moved to offer the Administrative position to Kelly Margheim. There will be a 180 day probation, $20/hr to start. After 30 days employment, full benefits will become active. Commissioner Fitzsimmons. The motion carried 3-0.

Meeting adjourned 8:00 pm

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President Ron Wilson V.P. Dewey Kennedy

**Environmental Sentry Corp**

**Annual Meeting**

**July 10, 2018**

**Gilliam County Courthouse**

**Condon, Oregon**

**Following Port Commission Meeting**

Meeting was called to order at 8:01 by Secretary Treasurer Ron Wilson

Present: Ron Wilson, Rod McGuire, Aaron Fitzsimmons

Absent: Dewey Kennedy, Kevin Hunking

Public Comment: None

Approval of the minutes of July 18, 2017. Commissioner Fitzsimmons moved to approve the minutes and Commissioner McGuire seconded. Motion carried 3-0.

Election of Officers: President – Dewey Kennedy; Vice President – Kevin Hunking; Secretary/Treasurer – Ron Wilson. Commissioner Fitzsimmons moved to keep the officers the same as last year. Commissioner McGuire seconded. Motion carried 3-0

Meeting adjourned 8:04

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President Dewey Kennedy V.P. Kevin Hunking