**Budget Workshop**

**Port of Arlington**

**March 12, 2019**

**4 p.m.**

**Port of Arlington Office**

**Arlington, OR**

1. **Big Picture Spreadsheet discussion** – EDO Mitchell reviewed the Port’s financial spreadsheet with the Board. Approximately $150,000 will be available for new Port Projects.
2. **Port Board Discussion**
	1. **Island Park Bathroom Project –** The Board agreed to keep the Island Park Bathroom Project in the 2019-2020 Budget**.**
	2. **Irrigation Project -** The Board agrees to keep the Irrigation Feasibility Project on the 2019-2020 Budget.
3. **Funding Request to Gilliam County Court – After review and discussion of the Port’s capital projects list,** the Board agreed to request $400,000 for Economic Development activities. Extending the water and sewer system up to Island Park, replace lift pumps, small business assistance grants, marketing program, and extend Condon’s water line to the Linus Pauling Field.
4. **Budget Committee Meeting Date Proposed May 14th at 4 pm –** The Board agreed with the proposed Budget Committee meeting of May 14th at 4:30 pm.

**Regular Commission Meeting**

**M I N U T E S**

**(Following Budget Workshop)**

**1. The Port of Arlington Commission meeting was called to order at 5:35 pm by President Wilson.**

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

 **Absent: Commissioner McGuire**

**Audience**: Lori Snyder; Paul Jayo; Sherrie Wilkins; Les Ruark

**2. February 12, 2019 Port Board Meeting was cancelled due to weather.**

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

**4. Consent Agenda:**

* Approval of January 11, 2019 Commission Meeting Minutes
* Approval of January and February 2019 Payables and Financials

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

**5. Presidents Report:** President Wilson shared a donation request from the Arlington Saddle Club. Following discussion Commissioner Hunking moved to donate $150 to the Arlington Saddle Club. Commissioner Fitzsimmons seconded. The motion carried 4-0

**6. Commissioner Reports:** Commissioner Kennedy reports that the south side of the railroad tracks at Willow Creek was bladed for Kerr Paving to store 100,000 tons asphalt grindings. These grindings will be used by the County Road Department for future road projects.

**7. Small Business Assistance Grant Updates:**

7.1 Lori Snyder owner of Lori’s Place – Lori Snyder gave her first report and said her restaurant started off with a boom. However the winter months have slowed way down and she has reduced staffing. The bar in Hotel Condon opened up about a month and a half ago and it has really helped with business now that liquor can be served in the establishment. Hotel Condon had live music this past weekend and it was welcomed by customers. Lori has a lot of catering events coming up this summer.

7.2 Paul Jayo owner of Arlington Towing and Repair – Paul Jayo presented his second report to the Board, saying business is doing very good. Towing referrals from Morrow, Wasco, and the State have been great. Paul states he has not received calls from Gilliam County yet. Paul is in the process of signing up with AAA. Paul is looking into getting State signs for I-84.

**Break for Dinner 6:07 pm**

**Meeting cont’d 6:26 pm**

7.3 Irrigation Committee update – Kip Krebs could not make the meeting. EDO Mitchell gave updates on the Irrigation Committee’s efforts and the farmers are still going through the study and analyzing their options. Kip Krebs went before City Council on March 6th and asked the City to formally commit the City’s water right, by sale or lease, for this project. The City Council stated they will consider leasing the water rights after review and would discuss the request among themselves at a future date.

7.4 Lessee and Tenant Improvements Updates – Valley Industrial is still considering what electrical and fencing improvements it wants to undertake. To date, they have not spent any of the approved $10,000 budget. The fencing bids are still not complete. Valley Industrial will inform the Board which fencing bids they prefer before committing to the fencing project.

Watco Inc. is proceeding with a depot building on Shane Drive / Railroad Avenue. Project use permit is pending with the City. Building plans and bids are being developed by local contractors.

7.5 Batch Plant – The Board discussed the Batch Plant and the needed repairs to the equipment, and terms and conditions presented by the Court. After deliberation the Board felt it best to decline the Court’s offer under the current terms and conditions. If the situation or circumstances changed the Port may be interested in the Plant in the future. Under the present condition and terms it is not feasible for the Port to take it on. Commissioner Hunking moved to deny the Batch Plant in its present condition to the Port of Arlington from the County Court. Commissioner Kennedy seconded. The motion carried 4-0

7.6 Light Speed Networks Right of Way for Parcel #3N21E28-00205. After a short discussion it was decided there needs to be a couple revisions to the purposed contract for an easement. Attorney Cleaveland will contact Light Speed Networks for the necessary changes. Commissioner Kennedy would like the power pole on the property to be moved to the property line for the guide wire to be ran. This would be at the North, North East side of lot. Commissioner Fitzsimmons moved to allow right away easement with addendum to contract and the power pole to be moved. Commissioner Kennedy seconded. The motion carried 4-0

7.7 Discussion IGA Willow Creek – Gilliam County Court is seeking outside counsel to represent the Court during the March 27th joint work session between the Court and the Port regarding the Willow Creek IGA. Commissioner Hunking stated that if the Court has counsel at the meeting the Port should have council too. The consensus of the Board is that it would like to have a work session with the County Court to discuss the matter as soon as possible.

7.8 EDO Report was presented to the Board. The A-Town Throw Down has been a two-part event, one a wind competition event based on wind, the other part was an entertainment with music, vendors, and games/competitions-egg toss, community relay SUP races, etc. Hosting a wind event on a specific day is very difficult, so the event format should be changed. After discussion, the Board’s consensus is that this year A-Town will be a wind event competition. The wind window will be from June 12th thru June 30th with a 72 hour notice. The event will focus on the competitions for SUP, Wind, Kite and Big Air only.

KOIN TV station in Portland has contacted EDO Mitchell about placing a Web Cam on the Port Island.

**8.0 Administration –**

8.1 Consider Attorney Of Record. Commissioner Fitzsimmons moved to keep Ruben Cleaveland as Attorney of Record and Commissioner Kennedy seconded. The motion failed

8.1a Consider Attorney Of Record. Commissioner Hunking moved to submit a RFP for Attorney of Record and President Wilson seconded.

The motion failed.

8.1b Consider Attorney Of Record. Commissioner Hunking moved to keep Ruben Cleaveland as Attorney of Record and Commissioner Kennedy seconded. The motion passed 4-0

8.2 Consider approval for Oster Professional Group Audit Contract 2019-2020

Commissioner Hunking moved to approve the Audit Contract for 2019-2020. Commissioner Fitzsimmons seconded. The motion carried 4-0

8.3 Consider approval for Budget Calendar. Commissioner Hunking moved to approve the Budget Calendar and Commissioner Fitzsimmons seconded. The motion carried 4-0

8.4 Consider Approval for Budget Committee. Commissioner Hunking moved to approve the Port of Arlington Budget Committee and Commissioner Fitzsimmons seconded. The motion carried 4-0

8.5 Government Ethics Reporting – Commissioner Fitzsimmons stated he will not be running for a new term on the Port Board.

 Meeting adjourned 7:40 pm

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President Ron Wilson V.P. Dewey Kennedy