**Regular Commission Meeting**

**M I N U T E S**

**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 marketing campaign has also started to gain some new potential clients. As the year continues, Countryside will be doing more to try and obtain new clients through social media, email lists, and letters. As for the financial side they were able to end the year in the black. Their gross revenue for the year was over $100,000 with most of that revenue coming in from the last four months of 2018. This was Countryside’s last quarterly report as the firm has successfully completed the requirements of the Business Assistance grant.

6.3 Irrigation Feasibility Assessment – Consensus of the board is to release the Irrigation Feasibility Study via Posting on the Port’s web site and email notification of interested parties. The Port Board asked the Irrigation Committee to review the study and to give their consensus as to next step. The Port Board stated that after the study is reviewed there can be a meeting set up with CES engineers. The Feasibility Irrigation Study is to be posted on the Port of Arlington’s website.

**7. Economic Development-**

7.1 Willow Creek Port site. Anderson and Perry has provided a topographic survey quote for Willow Creek. The cost quote provided contains a more detailed survey analysis of the entire site. After discussing survey options the Board decided a full survey was needed. Commissioner Kennedy moved to have Anderson Perry perform a topographic survey for $9550.00. Commissioner Fitzsimmons seconded. Motion carried 5-0

7.2 EDO Mitchell reported Watco Rail Depot project is moving ahead with plans to build a stick-built depot on Rail Road avenue property Watco is hiring a local builder, China Creek Properties to construct the building. Pillar Consulting is assisting with site plan.

7.3 Valley Industrial Services would like to lease the Flex building at $4000.00 a month for one year, with two, two-year options. Valley Industrial Services is asking for $10,000.00 in improvements and a chain link fence. The Port will put out for bids on the fencing. Commissioner Hunking moved to approve lease of the Flex building and up to $10,000 lease holder improvements with any improvements paid for by the Port to stay with Flex building when tenant vacates the premises. Commissioner McGuire seconded. Motion carried 5-0

Commissioner Kennedy moved to approve Resolution 1901 Authorizing lease agreement between the Port and Valley Services LLC. Commissioner Hunking seconded. Motion carried 5-0

7.4 There was a short discussion with Judge Farrar about the County’s Batch Plant. Judge Farrar noted the Court would be discussing the next day if the Court should fox or sell the plant, or turning the plant over to the Port. No action taken.

EDO Mitchell presented the Port’s quarterly report to the County Court on December 19th. 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 V.P. Dewey Kennedy