

**Budget Workshop  
Port of Arlington  
March 13, 2018  
4 p.m.  
Port of Arlington Office  
Arlington, OR**

1. **Big Picture spreadsheet discussion** – Budget Officer Ball reviewed the Port’s financial spreadsheet with the Board. Funds will be limited this coming fiscal year. Approximately \$47,000 will be available for new projects.
2. **Port Project Discussion**
  - 2.1 Island Park Bathroom Project – The Board agreed to keep the Island Park Bathroom project in the 2018-2019 Budget.
  - 2.2 Irrigation Project – The Board agreed to continue exploration of this project.
3. **Funding Request to Gilliam County Court – After review and discussion of the Port’s capital projects list**, the Board agreed to request \$250,000 for Economic Development activities and \$100,000 for the Irrigation Project Feasibility Study.
4. **Budget Committee Meeting Date Proposed May 8<sup>th</sup> at 4 pm** – The Board agreed with the proposed Budget Committee meeting of May 8<sup>th</sup> at 4 pm.

**Regular Commission Meeting  
MINUTES  
(Following Budget Workshop)**

1. **The Port of Arlington Commission meeting was called to order at 5:00 pm by President Wilson.**

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

**Absent:** None

**Audience:** Tony Price, Julius Courtney, David Anderson, Nicole Rees, Tiah Devin, Nancy Proctor, Jeff Wilkins
2. **Public Comment on non-agenda items-** Tony Price handed out pictures of the A Town Throw Down from last year showing family involvement in the event. He said he has signed a contract for \$1,000 for photography and fund raising. He is proposing to the Board that he receive 10% of the money he solicits from donors and sponsors. President Wilson said the Board will take his request under advisement and discuss it at the next meeting.
3. **Consent Agenda:**
  - Approval of February 13, 2018 Commission Meeting Minutes
  - Approval of February 2018 Payables and FinancialsCommissioner Fitzsimmons moved to approve the consent agenda and Commissioner Hunking seconded. The motion carried 5-0.
4. **Chairman’s Report:** President Wilson shared a Thank You note from Will Carey’s

family. He also told the Board there is a SDAO Training for Board members in Pendleton on May 1<sup>st</sup>. New Board member Rod McGuire said he thought he could attend.

**5. Commissioner Reports: None**

**6. Columbia Hills Manor Group** – Proposal to have the Port of Arlington operate the Community Center (Gronquist Building) and Columbia Hills Manor Senior Housing facilities to the Port. Tiah Devin handed out a manually prepared spreadsheet with budget information on both facilities. She told the Board that there are both a loan and grant from State agencies involved with the senior housing facility and it must remain as a low income senior housing project for 20 years. A new operating entity would need to meet with the State agencies and be advised how the facility must be run. It is currently operating at a financial break even on profit and loss. Ms. Devin said she receives the phone calls from the tenants on a 24/7 basis. With her living outside the community now, Nancy seeking to fully retire, and Jeff the only remaining board member, they are seeking to have the facilities managed by another organization. Commissioner Kennedy asked if the current tenants in the senior housing facility had been notified about the proposed change and Ms. Devin said they had not. Ms. Devin said she (Columbia Hills Manor, Inc.) wants the two facilities to be managed by one entity and is not interested in splitting them up. Columbia Hills Manor Inc. wants to remain involved with both the properties and she is only interested in dealing with one operating entity. The vacant parcel next to the Senior Housing facility will likely be sold. President Wilson suggested the board think about this proposal and that it be discussed at the next meeting. The Board consensus was to agree to table the matter until the next meeting. It will be discussed further at the April meeting. Devin, Proctor, and Wilkins left the meeting at 5:40 pm. Attorney Cleaveland advised the Board against entering into any residential housing landlord/tenant situation. The ORS authority of the Port regarding housing is not clear and will need to be determined.

**7. Economic Development:**

7.1 EDO Report

7.2 Small Business Assistance

7.2.1 Nicole Rees Lula Roe Quarterly Report – Ms. Rees handed out her financials. Ms. Rees reported she is doing fairly well, but has had to cut back her business activity during her pregnancy. She will be leaving her job with the City and will concentrate her energies to Lula Roe full time after her baby is born in July. She will report back to the Board in the fall.

7.2.2 Bill Rosenbalm Mobile Mechanic – Unable to attend. This item is tabled until the April meeting

7.1 EDO Report – The Flex Building mobilization has taken place. Electric Fencing has been installed around the Port's 30 acre parcel for livestock control. A Drone survey was performed by the contractor.

EDO reported on several new industrial and business activities - Ness Campbell Crane has fully fenced their property on Railroad Avenue. Thompson Brothers are now operating the Concrete Batch Plant at Shutler Station, a very welcome development. The company is currently

working in Fossil on a project.

The TV Coop is continuing to move ahead with Fiber Optic Internet installations throughout Arlington and the central business district.

A Town Throw Down has kicked off promotions for the event in print and social media. An Eventbrite event link has been established for taking participant orders.

- 7.3 Irrigation Project Exploratory Committee Report–Minutes from the meeting were included in the agenda packet. EDO Mitchell told the Board that more questions will be answered at the next meeting on March 22, 5pm at Kip Krebs house. EDO Mitchell attended the Soil and Water Conservation District meeting. He was told they currently don't have enough staff to help with this project. Commissioner Kennedy said maybe they will be more receptive after a Feasibility Study has been completed. The City's water right is a granted permit and the City is not in danger of losing the permit so there is no immediate need to certificate the water right.
- 7.4 Island Park River Access Improvements Discussion – WI Inc. provided a quote of \$1000 for the pea gravel, delivered and spread. Commissioner Fitzsimmons moved to accept proposal from WI Inc. for \$1000 for the pea gravel. The motion was seconded by Commissioner McGuire. Motion carried 5-0. EDO Mitchell shared drawings for proposed wind and kite boarder staging areas. The staging areas with a concrete curb, Astro turf and other materials would cost a total \$8,000. If the curbs were made with wood, the total cost would be \$5,400. EDO Mitchell said he asked the Gorge Wind Surfing Association for a \$5000 grant but has not heard back. Commissioner Kennedy moved to approve the staging area project made of concrete for a total price of \$8,000. The funds are to come from the Island Park Project budget item. Commissioner Hunking seconded and the motion carried 5-0.

Julius Courtney asked if the Irrigation project would use the entire output of the City's water right and how it would affect the water usage from the City's wells. It is not clear if the Columbia River water right has any impact on the City's well capacity or would impact drilling a new well.

Break for Dinner 6:15 pm – 6:40 pm

Meeting cont'd:

## **8. Administration**

8.1 Consider approval of Budget Calendar. Commissioner Hunking moved to approve the 2018-2019 Budget Calendar as submitted and Commissioner Fitzsimmons seconded. The motion carried 5-0.

8.2 Consider approval of Budget Committee – Commissioner Fitzsimmons moved to approve the Budget Committee as submitted and Commissioner Hunking seconded. The motion carried 5-0.

8.3 Government Ethics Reporting – Admin. Asst. Ball told the Board they will be receiving emails regarding their annual reporting to the Oregon Government Ethics Commission on March 15<sup>th</sup>. The report must be completed on line by April

15<sup>th</sup>.

8.4 Letter of Resignation Denise Ball – The Board accepted the resignation letter of Denise Ball. Her last day will be Friday, September 28, 2018. The Board and Staff reviewed the Job Posting and hiring timeline.

Meeting adjourned 7:00 pm

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President Ron Wilson

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V.P. Dewey Kennedy

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