**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**February 4, 2020**

**5 p.m.**

**Port Office – 100 Port Island Rd.**

**Arlington, OR**

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

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

**Absent:** Commissioner Hunking

**Audience:** Judge Farrar, Commissioner Wilkens, Kim Farrar, Steve Allen,

Lisa Atkin

**2. Public Comment on non-agenda items –** Sherrie Wilkens made a request and would like if the Port would not put an Executive Session at the beginning of the meeting. President Wilson explained that the Executive Session had to be moved up on the agenda due to Attorney Cleaveland having a prior engagement and has to leave at 6pm.

Judge Farrar asked the Board if they have looked at the email she sent on Willow Creek. President Wilson stated that the Board has not had a meeting to discuss the letter. The Board will be considering it. EDO Mitchell asked Judge Farrar if she had anything to add to the email and she said the email was left vague and was an opening to see if both parties could come to some kind of agreement.

**3. Consent Agenda:**

* Approval of December 10, 2019 Commission Meeting Minutes
* Approval of December 2019 and January 2020 Payables and Financials

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

**4. President’s Report:** President Wilson shared a thank you from Arlington Education Foundation.

**5. Commissioner Reports** – Vice President Kennedy let the Commissioners know Union Pacific will be closing Port Island Road at the crossing on February 10, 2020. The crossing will be closed from 9pm until 6am.

**6. Pat Shannon / Pheasant Grill** was unable to make it for his quarterly report. He will be rescheduled.

Recess to Executive Session at 5:08 pm

**7.0 Executive Session per ORS 192.660(2)(h): To consult with your attorney regarding your legal rights and duties in regard to current litigation that is more likely than not to be filed.**

Reconvene to Regular Session at 5:36 pm

Regarding the Executive Session item number 7: Attorney Ruben Cleaveland is directed to assist President Wilson to draft a response to Judge Farrar’s correspondence.

Recess to Executive Session at 5:37 pm

**8.0 Executive Session per ORS 192.660(2)(g): To consider preliminary negotiations involving matters of trade of commerce in which the governing body is in competition with governing bodies in other states or nations.**

Reconvene to Regular Session at 6:00 pm

Regarding the Executive Session item number 8: No final decision made.

Break for dinner 6:01 pm

Reconvene to Regular Session at 6:25 pm

9.0 Commissioner Shaffer moved to approve Resolution 2019-144 establishing a No Harassment policy and statement of employee rights that seek to prevent workplace harassment. Vice president Kennedy seconded.

The motion carried 4-0

10.0 EDO Report

EDO Mitchell gave an update on Watco project on Railroad Avenue. China Creek Construction is building the project. The foundation has been poured and the project is proceeding nicely.

Bathroom replacement-Parking lot project has been moved up as the Marine Board informed the Port that the Grant cycle deadline is February and not in April Anderson and Perry indicated they will have the Design and engineering complete for submittal.

EDO Cont’d:

The City is considering resurfacing the Port’s sidewalk from the east end stairs past the office to the west end gangway with the remaining balance of their sidewalk grant. It would be nice project as it is heavily used by local residents during their walks and has many broken pavement parts patched with a fine gravel surface.

ODOT indicates that the paving project on I-84 will start back up in April and will continue until Memorial Day.

EDO Mitchell gave an update on the grain lab. Judge Farrar states that Nathan Hammer is overseeing the inventory, surplus/liquidating of items. The County has not gone thru the surplus process yet. EDO Mitchell said the Port owns the GC-Mass Spec machine with auto sampler and the heavy-duty desk top grain mill. EDO Mitchell asked the Board how they would like to proceed the Ports two items. Judge Farrar said that the liquidation would happen in early spring/ summer. The Board will decide at the next meeting in March.

Fuel sales are doing real well this winter. The Port needed to load of gasoline delivered and MCP won the bid. This was the first time MCP came in the lowest.

The Flex building is now vacant. Two prospects have expressed interest in leasing the facility. The lease rates are very reasonable and the building can be partitioned off if a tenant seek a smaller space.

11.0 Administration

11.1 The Board’s consensus is to schedule the Budget workshop Wednesday, February 19, 2020 at 3pm.

Meeting adjourned 6:42 pm

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President Ron Wilson Vice President Kennedy