**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**July 9, 2019**

**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 Kennedy; Commissioner McGuire; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Kelly Margheim; Attorney Ruben Cleaveland;

**Absent:** Commissioner Hunking

**Audience:** Lori Snyder

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

**3. Consent Agenda:**

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

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

**4. Presidents Report:** Donation request from the Woolery Group. Commissioner McGuire declared a conflict of interest in the matter. Commissioner Kennedy moved to approve $796.30 to be donated to the Woolery Group for advertising and President Wilson seconded. The motion carried 2-0. Commissioner McGuire abstained.

Flags and Freedom Auction donation request. Commissioner Kennedy moved to donate $100.00 to Flags and Freedom auction and President Wilson seconded. The motion carried 3-0

**5. Commissioner Reports**: President Wilson, EDO Mitchell and Laura Pryor gave a brief presentation to the Confederated Tribes in Pendleton.

**7.** **Small** **Business Assistance Grants:** Lori Snyder reports that business is picking up. Expenses are more manageable. Lori is purchasing most of her product from Two Boys and food costs are now in line. Lori is renegotiating her lease renewal as her present lease is expiring on the space of her restaurant. Lori is also looking into mobile catering. There was a brief discussion about ides for future events.

**8. Economic Development:**

8.1 EDO Report

8.1.1 EDO Mitchell states that the flood evaluation maps are completed for the Port’s Railroad Avenue property. The cost for the FEMA sight evaluation is $7683. EDO Mitchell asked for approval of additional FEMA application site work. The consensus of the Board is for EDO Mitchell to negotiate with Jeff from Pillar Construction to get the invoice lowered.

EDO Mitchell stated that the survey with Armstrong Surveying was $4,220 and the Ports cost is $2,111. The Port now has two building sites fully surveyed with one leased. Commissioner Kennedy moved to pay $2,111 to Armstrong Surveying and Commissioner McGuire seconded. The motion carried 3-0

8.1.2 EDO Mitchell shared the proposed bid from Pacific Power for the power pole placement on the railroad property. The move will help open up that section of the lot and remove the guy wire from the middle of the lot. The cost is $9,011. LS Networks is asking the Port to pay half of the cost in the amount of $4,505.50. Following discussion Commissioner Kennedy moved to approve to split the cost of power pole placement in the amount of $4,505.50 to LS Networks. Commissioner McGuire seconded and the motion carried 3-0.

8.1.3 EDO Mitchell explained to the Board that the Port did not receive the Island Park Bathroom Grant, the Marine Board asked that the project be deferred until next year. The Marine Board would like to use the Port as a show case project next year with the planned non-motorized boat launch area. EDO Mitchell shared an email from OSMB stating that they will consider engineering and permitting as an eligible match contribution to the Island Park Bathroom replacement project. Anderson and Perry was selected to complete engineering design and bid plans for the project. Their bid was approximately $35,000. Commissioner McGuire moved to proceed with the engineering for Island Park and to start bathroom project with Anderson and Perry with initial cost of $35,000 and Commissioner Kennedy seconded. The motion carried 3-0

8.1.4 Island Park launch site is almost complete. There was an accident when receiving rock and a footer was broken. The contractor is in the process of replacing the footer. Ceremony coming soon.

8.1.5 Coast Guard pad removal. After a brief conversation the consensus is to have the Coast Guard remove the channel marker.

9.Executive Session per ORS192.660(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.

Recess to Executive Session at 5:45 pm

Reconvene to Regular Session at 6:06pm

No Formal Decision was made

Break for Dinner 6:07 pm – 6:27 pm

Reconvene to Regular Session at 6:27pm

10. **Administration**

10.1 Annual Housekeeping

10.1.1 Designate monthly meeting date, time, and place – Commissioner

Kennedy moved to keep all items the same as last year. Commissioner

McGuire seconded and the motion carried 3-0.

10.1.2 Designate Newspapers of record, Attorney of Record, Depositories of

Record; Auditor of Record. Commissioner Kennedy moved to keep all the

same as last year ;The Times Journal and East Oregonian are

newspapers of record; Depositories of record are the Bank of Eastern

Oregon and LGIP, and CPA firm of record Solutions, CPA’s PC with one

exception Attorney of record is Vankoten and Cleaveland.

Commissioner McGuire seconded and the motion carried 3-0

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10.2 Appoint Budget Officer for FY 2018-19 – Commissioner Kennedy moved

to appoint Kelly Margheim as Budget Officer for FY 2019-20.

Commissioner McGuire seconded and the motion carried 3-0,

10.3 Port Commission Election of Officers for President, Vice President, Secretary/Treasurer. Commissioner McGuire moved to keep the same Officers. President Ron Wilson; Vice President Dewey Kennedy; Secretary/Treasurer Kevin Hunking and Commissioner Kennedy seconded. The motion carried 3-0

10.4 Proposed Resolution 2019-143 adopting a public records policy and fee schedule. Commissioner McGuire made a motion to adopt Resolution 2019-143 and Commissioner Kennedy seconded. The motion carried 3-0

10.5 Executive Session per ORS 162.660(2)(i) and 192.660(8): To review and evaluate of an officer, employee or staff member if the person not request an open meeting. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or any directive to personnel concerning these subjects.

Reconvene to Regular Session at 6:49pm

No formal decision to be made

Meeting adjourned 6:50 pm

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President Ron Wilson V.P. Dewey Kennedy