**M I N U T E S**

**Port Commission Meeting**

**Port of Arlington**

**December 12, 2017**

**5 p.m.**

**Port Office**

**Arlington, OR 97812**

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

Amend agenda: Delete SBAP Nicole Rees Quarterly Report; Move Flex Building discussion to follow SBAP Bill Rosenbalm

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

**Absent:** Commissioner Fitzsimmons

**Audience:** Bill Rosenbalm, Ron Holt, Mesa Group, Gene Williamson

1. **Public Comment on non-agenda items-** Gene Williamson suggested that the rock for the Flex Building project be provided by the Port. This will be discussed later in the meeting.
2. **Consent Agenda:**
* Approval of November 14, 2017 Commission Meeting Minutes
* Approval of November 2017 Payables and Financials

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

1. **Chairman’s Report:** Mighty Columbia.seminar flyer for March 22 & 23 was made available to the Board.

SDAO Annual Conference is February 9-11, 2018 in Seaside. Board members should let Staff know if they wish to attend.

1. **Commissioner Reports:** Commissioner Hunking apologized to President Wilson for placing the responsibility of the property sale contract approval on him.
2. **Economic Development:**
	1. Small business Assistance Grant Quarterly Report - Bill Rosenbalm Mobile Mechanic Service. Mr. Rosenbalm handed out his financial report. He told the Board that he spent the fall coaching High School football. Mr. Rosenbalm also tore the ligament in his shoulder. His business dropped off during that time. He will also begin selling auto and truck accessories and will add this to his business website. EDO Mitchell asked how Mr. Rosenbalm schedules his customers. Rosenbalm said he uses his phone calendar and makes every effort to be on time.

Rosenbalm added that he has a letter from Oregon Bass Nation thanking the Port for their support of the Bass Fishing tournament here in August. There will be another tournament by the Bass Federation at the Port next August.

* 1. Flex Building progress report: Bid documents and plans

EDO Mitchell said the project is ready to bid tomorrow. A set of plans was handed out for the Board to look over. Jeff Schott updated the Board on the project. On December 21st at 11 am a mandatory pre-bid walk through will take place. January 10th, 2:05 pm is the bid opening. There will be a Special meeting of the Port Board on January 23rd to issue Notice of Intent to Award. Contingent upon there not being a dispute within the 7 day period, the Bid will be awarded after receipt of all required information. Construction should begin in March. There will be approximately 4,000 to 5,000 yards of rock. This is less rock than the geotechnical recommendation. The Engineers cost estimate is $650,000. Following a discussion on rock, concrete and asphalt it was consensus that the Bid documents will remain the same as prepared by Pillar Consulting.

* 1. *Executive session per ORS 192.660(2)(e) To conduct deliberations with persons designated to negotiate real property transactions.*

*Adjourn to Executive Session at 5:53 pm*

*Reconvene to Regular Session at 6:33 pm*

Break for Dinner 6:33 pm – 6:53 pm

 Meeting cont’d:

Action following Executive Session: Commissioner Hunking moved to withdraw his motion from November 14, 2017 “to direct Attorney Carey to prepare a legal property sales contract with Mesa Group, LLC. President Wilson is authorized to negotiate with Mesa Group, LLC and sign a legal sales agreement as long as Port Board terms and conditions are met”. Commissioner Kennedy withdrew his second of the November 14, 2017 motion. Commissioner McGuire seconded. Motion carried 4-0.

* 1. EDO Report – EDO Mitchell presented his report to the Board. He updated the Board on the Housing Committee progress. He told the Board the ATVC has begun installing fiber to the homes.
		1. Update on Island Park Bathroom and Utilities Marine Board Grant – The concept drawings show 4 restrooms, 2 showers, ADA accessibility and new boat parking layout. These drawings were reviewed by the Board and changes suggested. The project could be partially funded by grants if available. The Board wants to keep the trees. They agreed that a single car space by the bathroom would be a good idea.
		2. A-Town Launch Improvements- No new information from the Engineer. Sand is not acceptable; pea gravel is preferred. There could also be Astro turf pads up top.
1. **Administration- Budget and Financial Items**

Admin. Asst. Ball and Board members reviewed the financial reports received in their packet. The Board will continue to be involved in the Port’s finances and budgeting.

Meeting adjourned 8:00 pm

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President Ron Wilson V.P. Dewey Kennedy