**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**October 13, 2020**

**5 p.m.**

**Port Of Arlington**

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

**Absent:** Commissioner Hunking; Commissioner McGuire

**Audience:** None

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

**3. Consent Agenda:**

* Approval of September 15, 2020 Commission Meeting Minutes
* Approval of September 2020 Payables and Financials

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

**4. Presidents Report**: President Wilson shared a letter from T.J. McDonald thanking the Port for the donation to the Gilliam County 2020 Auction Pool. T.J. said the donation went towards buying his steer and it was his first year selling a steer. T.J. looks forward to next year and raising another animal.

Thanksgiving and Christmas Turkeys for Staff. Commissioner Shaffer moved to give Thanksgiving and Christmas turkeys to staff and Commissioner Kennedy seconded the motion carried 3-0.

President Wilson read an email from Judge Farrar stating that she would prefer to use Six Rivers Resolution Center for the joint meeting to discuss the IGA. After some conversation the Port thinks maybe Frontier is more qualified and knowledgeable with Government contracts where six Rivers is geared more too family law. Attorney Cleaveland was asked to inquire about options.

 **President Wilson**

**5. Commissioner Reports**: None

**6. EDO Report**

6.1 EDO Mitchell stated that Paul Jayo, Auto Mall / green renewable recycle center has changed his business plan and will not be leasing the Flex building after all.

6.2 EDO Mitchell gave an update on the Bathroom Replacement. The Board went over the bathroom layout diagram and EDO Mitchell explained the different elements that the building will have. The new building will have men’s and women’s bathroom, an outside shower, a family bath room, and a storage area. The bathroom will be insulated and heated so it can be open year around. Pillar Consulting will be sending site plans by the November 10th meeting concerning Island Park.

EDO Mitchell told the Board that there had been a small electrical fire on the transient dock. Some guests noticed the smoke and put the fire out and called the fire department. Corrosion and movement of the conduit’s flex joint appear to have caused the wiring to short out. Boyle’s Electric replaced the damaged conduit and wiring and three adjacent flex conduits. The total cost to repair was $4,169. The Ports Insurance company, Wheatland-SDIS, reimbursed the Port $3.919. with the Port paying for the $250. deductible.

EDO Mitchell said that American Cruise Lines is making plans to dock at the Port in 2021. This time frame assumes that the Governor will open the waterways for cruise ships to navigate the Columbia river and call on Oregon Ports. The City signed a joint letter of support on cruise ships docking in Arlington as long as the Governor permits cruise ships to dock at Oregon Ports.

EDO Mitchell shared with the Board that Energy Trust of Oregon has an incentive plan to replace older light fixtures at this time. Mike Slater with Slatercom-WCD gave the Port a lighting bid to upgrade all lights inside and outside with LED. The bid to upgrade all lighting is $4300. Energy Trust’s incentive is $2,870. The Port’s total cost for the energy efficient LED fixtures will be $1,430. This cost includes new area light fixtures for the parking lot and boat ramp. Port staff will install the lights. The consensus of the Board is to go proceed with replacement of office and area light fixtures thru Slatercom-WCD.

**7. Administration**

**7.1** Administrative Assistant Margheim stated that Solutions, Inc has completed the Port’s Audit and will be sharing the results at the next Board meeting in November. The completed audit documentation had not arrived in time for this meeting.

Adjourned at 5:51 pm

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President Ron Wilson Vice President Kennedy