**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**October 9, 2018**

**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 Fitzsimmons; Commissioner McGuire; Commissioner Hunking; Commissioner Kennedy; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Kelly Margheim;

**Absent:** Attorney Ruben Cleaveland

**Audience:** Sandy McKay

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

**3. Consent Agenda:**

* Approval of September 13, 2018 Commission Meeting Minutes
* Approval of September 2018 Payables and Financials

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

**4. Chairman’s Report:** President Wilson asked if the Port staff should receive Thanksgiving Turkeys as in previous years. Commissioner Fitzsimmons moved to approve Thanksgiving Turkeys and a Christmas Ham. Commissioner McGuire seconded. The motion carried 4-0

**5. Commissioner’s Reports**: None

**6. Economic Development:**

6.1 Small Business Assistance Grant quarterly report for Countryside Dispatch.

Since the last meeting in July Countryside Dispatch has secured a weekly load for Painted Hills Beef that transports from Burbank, WA to Des Plains, IL and Holland, MI. Locally they have moved lumber from Fossil to Ely, Nevada and more recently brewing barley for a customer from Condon, OR to Helena Chemical located in Culver, OR to be loaded onto railroad cars final destination Vancouver to a brewery. Dispatch is anticipating another local load to be shipped to Woodland, CA later this month. They have additionally moved miscellaneous loads for Waupaca Northwoods, Columbia River Hardwoods, Rain Forest Lumber and Concannon Lumber in multiple areas of the US. Countryside Dispatch has had carriers contact them to help locate loads for their trucks that are “stuck” in areas that loads are hard to come by. A local resident contacted them about help with dispatching if they decide to return to long-haul trucking. A resident from Sherman County asked about getting a piece of farm equipment out of Canada. As for marketing and community outreach, Dispatch’s website is now live at countrysidedispatch.com. The company also has a Facebook page designed and updated, and Delaney wrote an article that was published in The Times-Journal. Dispatch is pursuing additional shippers. The company has relocated their office to 114-116 S Main. President Wilson asked about winter driving in Condon this year. They stated maybe some weather delays, but see no significate issues.

6.2 Irrigation Feasibility Study – EDO Mitchell reported that Engineers will be here tomorrow starting at 9 am. The Port will host a lunch for the engineers and responsive farmers at noon in the Gronquiest Building. This will be the first time engineers have explored the project area.

6.3 EDO Report – Island Park paving project. EDO Mitchell handed out new drawings for the Island Park restroom and parking lot project from Flowing Solutions. Alternates 1, has 21 spaces, Alternative 2, has 19 spaces. In order for the Marine Board to approve the new Restrooms a sufficient number of parking spaces are required. Commissioner Kennedy asked if there are any cost estimates. EDO Mitchell stated not at this time. Both alternatives suggested a sidewalk around the South side of Island. The sidewalk will require about 50 feet of rip-rap on the South side of Island closest to the boat ramp. EDO Mitchell states design can support new tree plantings and an irrigated lawn. EDO Mitchell reported that the project is forward looking and anticipates increased use of the facilities, hence the need for more parking spaces and expanded restroom and shower facilities. The Port will submit a plan to the Marine Board and Army Corp of Engineers for permitting once the details are finalized. The Marine Board will assist the Port with Grants and permitting applications. Commissioner Hunking moved to approve Island Park alternative 1 paving project and Commissioner Kennedy seconded. The motion carried 4-0.

6.4 Flex Building - Ribbon Cutting October 11th at 4 pm.

**7. Administration –**

7.1 Audit conducted October 2nd and 3rd by Oster Professional Group. Admin. Asst. Margheim told the Board the Audit went good. The Port will receive a hard copy of Audit upon completion.

Meeting adjourned 5:45

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President Ron Wilson V.P. Dewey Kennedy