**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**August 13, 2019**

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

**Absent:** Vice President Kennedy

**Audience:** Vicki Ackerman, Commissioner Sherrie Wilkins, Gene Wilamson,

Jack Ingram

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

**3. Consent Agenda:**

* Approval of July 9, 2019 Commission Meeting Minutes
* Approval of July 2019 Payables and Financials

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

**4. Presidents Report:** President Wilson shared a letter of appreciation from the Columbia Basin Rodeo Club.

**5. Commissioner Reports**: Commissioner Hunking says the School had five teachers turn down employment because there is no housing. Commissioner Hunking states there is defiantly a housing issue.

Commissioner McGuire would like to see the Port move forward in getting the Grain elevators painted with a mural. Commissioner McGuire shared many ideas for murals. Commissioner McGuire also would like the Condon grain elevator to have a mural painted. EDO Mitchell says there may be a local painter in The Dalles that we could get a bid from. Commissioner McGuire will check into pricing and bring back to the Board. EDO Mitchell has a meeting with MCP and he will see if they might want to be involved.

**6. Small Business Grant Application**; Vicky Ackerman with the Drive In presented a Small Business Grant request for $5,000. Vicky is asking for the grant to support the growing dessert category of her business. The machine they have is twenty-six years old and worn out. Approximately 30 to 40% of their business is cones and shakes they need assist with replacement equipment. The Drive In employs four employees. Vicky presented three bids for a refurbished machine. Commissioner Hunking moved to approve the The Drive In’s grant request in the amount of $5,000. Commissioner McGuire seconded. The motion carried 3-0

**7. EDO**

7.1 EDO Mitchell updated the Board that the Depot project site work is complete and has been submitted to the City Planning for approval. The City of Arlington Planning Committee will hold a Public Hearing August 27, 2019. Pillar Consulting completed work above in their contract but above the approved amount for the FEMA requirements. The total amount due is $7,683. This amount includes $5,123.50 for the FEMA work and $2,559.50 additional engineering for the second building site.

Commissioner Hunking moved to approve $7,683. to be paid to Pillar Construction. Commissioner McGuire seconded. The motion carried 3-0.

Columbia Basin was putting in fiber line adjacent to the Condon Airport. They contacted the Port about putting a water line in the open ditch. After a few phone calls with the City and its’ engineer it was determined that a water line could be installed with the ends secured either to the city water line or the well system. The Port is will to reimburse up to $17,000 for the cost of the pipe. The project is Budgeted.

7.1.2 EDO Mitchell told the Board that the Gilliam County Fall Capital Investment Grant cycle will be opening September 3, 2019. The consensus of the Board is to re-apply for a Capitol Grant. County Commissioner Wilkins encourages the Port to bring the grant application before the court again. Commissioner Wilkins stated there is a review committee consisting of one elected official and two County employees, names were not provided.

7.1.3 The A-Town Throw Down VLOG contest had great entries. The top two winners are posted on the Port’s website. First place went to Cynthia (Cynbad) Brown and second place went to Kayden Sponhauer.

**8. 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.**

Recess to Executive Session at 5:52 pm

Reconvene to Regular Session at 6:25 pm

**Action following Executive Session**: Attorney Cleveland was directed to amend designated provisions on W.I. Constructions lease. Commissioner Hunking moved extend the W-I lease at a rate of $10,300 / year lease payment with a 3% increase yearly for five years and $0.80 royalty per ton with a $0.01 increase per ton / yearly for five years. Commissioner McGuire seconded. The motion carried 3-0

**9. Administration**

**9.1** September 2019 Port Meeting Date – Currently Tuesday,

September 10, 2019 (week of Pendleton Round Up) The

Consensus is to hold the Port’s meeting on the regular scheduled

date on Tuesday, September 10, 2019 to be held at the Port.

**9.2** Solutions CPA’s Inc. will be performing Port Audit on August 19, 2019

**9.3** Sam Registration - Notarized letter to appoint an Entity Administrator.

President Wilson signed the Sam Registration form and Attorney

Cleaveland notarized stating Kelly Margheim is the Ports Administrator for

the Sam Registry.

**9.4** Port of Arlington Commission Vacancy – District #3 East Condon is now

declared Vacant. Consensus is to run a Commissioner Vacancy

County wide in the Times Journal.

Meeting adjourned 6:27 pm

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President Ron Wilson V.P. Dewey Kennedy