**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**May 14, 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; Vice President Kennedy; Commissioner Fitzsimmons; Commissioner McGuire; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst.; Kelly Margheim; Attorney Ruben Cleaveland;

**Absent: None**

**Audience:** Jenny Smallfoot; Tony Price; Sandy McKay; Judge Elizabeth Farrar

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

**3. Consent Agenda:**

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

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

**4. Presidents Report:** President Wilson shared a letter of appreciation from the Arlington Saddle Club.

President Wilson shared a donation request from the Condon Chamber for the 4th of July Event in Condon. Commissioner Hunking moved to approve a $200.00 donation to the Condon Chamber for the 4th of July event and Commissioner McGuire seconded. The motion carried 4-0.

President Wilson shared Scott Winters letter of resignation. Scott Winters last day will be June 13, 2019. His service is much appreciated and the Port wishes Scott all the best.

**5. Commissioner Reports**: None

**6. Quarterly Report for A-Town Rentals** – Jennifer Smallfoot reported that

A-Town Rentals is up and running. A-Town Rentals worked with K’Lynn Lane at the Chamber in Condon and have a website up and running. A-Town also joined the Chamber of Commerce in Condon. Jennifer Smallfoot has made a Facebook page for advertising, received business cards, is set up with a Square for credit card processing, placed a rental book at the Arlington Hardware Store, and has posted flyers on bulletin boards in Arlington. A-Town has had some rentals so far and look forward to this summer. A-Town has bought two new attachments for their Skid steer. Commissioner Fitzsimmons recommended that they put flyers up in Condon and Jennifer said she will. EDO Mitchell asked if they had rental contracts ready and Jennifer said Attorney Ruben Cleaveland looked over her contract and made a few suggestions and it is now complete.

**7. Irrigation Committee Update –** EDO Mitchell states that the farmers are still very motivated in getting irrigation up to their property. The Irrigation committee has had several meetings to date including a meeting at the grain lab and two meetings with the Arlington City Council. EDO Mitchell presented the board with cost breakdowns for each access point and route. The City of Arlington’s work shop had a detailed discussion for the pros and cons of the city leasing water to the farmers. At the following City Council meeting decided they would not lease out water rights to the farmers as the Council decided a potential Municipal need is in the best interest of the City at this time. The Irrigation Committee will go forward looking into other options for irrigation water rights.

7.1 President Wilson addressed Judge Farrar and thanked her and Sandy McKay for attending. President Wilson asked if he could get some clarification on a few items. President Wilson asked with the Budget Restraints the County Court has put in place what does the Court have in mind for Economic Development in our County. Judge Farrar stated we need to clarify how a partnership would work between the County Court and the Port for Economic Development. Judge Farrar said we need to resolve the IGA before looking at the bigger picture. Commissioner Kennedy asked when can we set down and resolve the IGA. Judge Farrar said in June, but needed to touch bases with the Commissioners first. EDO Mitchell asked if the IGA hinges on Economic Development and Judge Farrar said no, but wants it resolved before moving forward. President Wilson asked if the Court was going to develop an Economic Develop Plan and the Judge said she was not sure. President Wilson asked how do

you anticipate Economic Development and will it be a joint plan. The Judge said she was not sure how it would be structured and the general feeling with the Court is that we want a general alignment with the court weighing in on what the priorities are. The Court wants Economic Development to be in line with their Strategic Plan. President Wilson asked if the County has a Strategic Plan and the Judge said it does not. The County Court is going to work at getting one. EDO Mitchell states it will take at least a year to develop a Strategic Plan. Judge Farrar says the Strategic Plan has been expired at least 6 years. Judge Farrar acknowledges this could take over a year, but she states “speaking for herself” that she feels housing, fiber, and infrastructure are at the top of priorities. The Judge feels Morrow County is benefitting because so many people work here and live there because there is no housing. There was some discussion about licensing for building codes. EDO Mitchell stated that housing and Economic Development go hand and hand. Judge Farrar says Condon is starting a housing program and the County is going to do an audit of buildable lots. EDO Mitchell stated this has already been done. Pioneer has done an audit of buildable lots and a housing study. EDO Mitchell asked if the County Court was going to take on building houses. Judge Farrar states the County Court is behind the Condon Housing project and that the county will help with infrastructure.

**8. Economic Development –**

 **8.1 EDO Report-**

**The Depot Project** – EDO Mitchell says The Depot project is moving forward at this time. The project is waiting for FEMA to issue the flood plain. Once the Flood plain elevation is established the grading and final building plans can be completed.

**Valley Industrial Tenant Improvement Update –** EDO Mitchell states that Valley Industrial has not had any further needs at this point. The Flex Building does have fiber internet connected now.

**Light Speed Networks Right of Way Request** – The request is still in the process of investigation for cost of moving power pole. Light Speed has a walk thru on the property with Pacific Power scheduled for the week of May 20, 2019.

**9. Administration**

 **9.1 Approve Plan of Action for the Port of Arlington / Solutions, CPAs**

The Port acknowledges and is following the recommended plan from Solutions. President Wilson and Commissioner Kennedy signed the plan so it could be mailed to the State.

**9.2 Port Credit Card –** Administrative Assistant Margheim states the Port credit card was fraudulently used on April 24, 2019. The credit card was used from a foreign country on Facebook for a total of $5,350. The credit card was cancelled and an investigation thru Bank of Eastern Oregon is ongoing. A report was made with the Gilliam County Sheriff and is being criminally investigated. The Port has also consulted with SDAO and they are starting with a forensic investigation.

**9.3 SDIS Health Insurance Renewal -** Administrative Assistant Margheim explained that the Port is up for renewal for the health insurance. Commissioner Hunking moved to approve Blue Cross / Blue Shield Plan III and to research health care costs in the next year. Commissioner McGuire seconded. The motion carried 4-0

Meeting adjourned 6:25 pm

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President Ron Wilson V.P. Dewey Kennedy