

**MINUTES**  
**Port Commission Meeting**  
**Port of Arlington**  
**February 13, 2018**  
**5 p.m.**  
**Port of Arlington Office**  
**Arlington, OR**

**1. The Port of Arlington Commission meeting was called to order at 5:00 pm by Vice President Kennedy.** Vice President Kennedy amended the agenda.

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

**Absent:** President Wilson

**Audience:** Kip Krebs, Skye Krebs, Kurtis Strzelewicz, Thomas Wolff, Joe Taylor, Judy Harris, Michael Covey, Janette Burgess, Joe Van Lierop, Dave Carpenter, Gerrie Carpenter, Deacon Heideman, Grady Nagenauer, Delaney Watkins, Leah Watkins, Shaina Watkins

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

**3. Consent Agenda:**

- Approval of January 10 and January 23, 2018 Commission Meeting Minutes
  - Approval of January 2018 Payables and Financials
- Commissioner Fitzsimmons moved to approve the consent agenda and Commissioner McGuire seconded. The motion carried 4-0.

**4. Chairman's Report:** Nothing to report

**5. Commissioner Reports:** Nothing to report

**6. Economic Development:**

**6.1 Irrigation Project –** Kip Krebs (This item was moved to 6.1). Kip Krebs told the Board he has a rough idea for an irrigation water pipeline up the rail line along Willow Creek. EDO Mitchell said the City of Arlington has a water right permit, up to 3600 gpm, which needs to be proved up and certificated. This is the first item that will need to be completed fairly soon. The cost is approximately \$150,000. One of the approved extraction points is located at Willow Creek. EDO Mitchell said he has talked with Brad Baird, City of Arlington Engineer, regarding the City's water right permit. He explained that there is a process to add to the water capacity using existing points of extraction on Willow Creek.

A discussion took place between the audience, EDO Mitchell, and the Board. Summary of the discussion: Costs could be extremely high and the project will likely be funded by grants. Thomas Wolff said there are many Federal and State Grants that could be available to fund the project. Many properties are in a water restriction zone and most are on wells now. Those farmers that have existing

water rights do not want to lose them. Morrow County performed a feasibility study a few years ago that covered most of the land in question, (many of the attendees property is in Morrow County, while others are in Gilliam County). This previous study could be used to answer some of the initial project questions. Landowners and Board members discussed acreages and gallons per minute. While the City's water right will not irrigate a significant amount of crop land it does provide a base to start exploring the feasibility of the project. Kip Krebs says he has not heard any negative comments, just lots of questions. The suggestion from the discussion was to form a Committee. Commissioner Fitzsimmons moved to form the Irrigation Project Exploratory Committee. Commissioner Hunking seconded. Motion carried 4-0. The Exploratory Committee is comprised of Kip Krebs, Joe Taylor, Judy Harris, Joe Van Lierop, Deacon Heideman, and EDO Peter Mitchell

**6.2 Small Business Assistance**

6.2.1 Nicole Rees LulaRoe Quarterly Report – Did not attend due to a schedule conflict.

6.2.2 Countryside Dispatch Inc. Grant Request- Delaney, Shaina, and Leah Watkins presented their application and grant request which was included in the Board packet. They are asking for \$10,000 to start a trucking brokerage company. Leah and Shaina will be attending a training seminar where they will learn how to attain a Brokerage authority. They are long time Condon residents. Commissioner Hunking moved to approve the grant request of \$10,000 on a reimbursement basis and Rod McGuire seconded. Motion carried 4-0. EDO Mitchell advised them they will need to provide quarterly reports to the Board for the next year.

**6.3 Woolery Group Temporary Permit Request – Commissioner Fitzsimmons moved to approve the request for the Oktoberfest in October 2018 at the same location as last year. Commissioner Hunking seconded. Motion carried 3-0, with Commissioner McGuire abstaining.**

**6.4 EDO Report was presented to the board. The A Town Throw Down has been changed to June 15, 16, and 17. EDO Mitchell said he has been doing quite a lot of magazine advertising for the Port of Arlington.**

6.4.1 Flex Building Project – Consensus of the Board was to change the effective date of the Contract to March 1, 2018.

6.4.1.1 RFP Special Inspections and Testing – Copies were handed out to the Board. Two bids were received. MTI \$13,447.00 and GN Northern \$8,684.60. Commissioner Hunking moved to award the bid to GN Northern in the amount of \$8,684.60 and Commissioner McGuire seconded. The motion carried 4-0.

6.4.1.2 Pacific Power Contract – EDO Mitchell explained that two power poles have to be relocated and new service established for the Flex Building. There was a brief discussion on the terms of the contract. Commissioner Hunking moved to approve the Contract with the Administration Credit Option of \$250, for a total of \$15,332.00 and Commissioner Fitzsimmons seconded. The motion

carried 4-0.

- 6.5 Review of Draft Insitu Lease Extension – The Board reviewed the returned Lease Extension document from Insitu. Insitu will begin paying the property taxes in 2018 and the lease increase for years, 4, 5, and 6 of the extension will be a fixed 3%. Commissioner Hunking moved to accept the Lease Extension and Commissioner Fitzsimmons seconded. Motion carried 4-0.
- 6.6 Island Park – Discussion on the A Town Launch improvements. EDO Mitchell told the Board he asked for an estimate from Allen Key Construction. That estimate for Pea gravel, delivered and placed was originally \$7550. Once the quantity was adjusted, he reduced his price to \$6550. EDO Mitchell also asked WI Construction for an estimate but they have not responded as of yet. Flowing Solutions is working on launch improvement plan which includes a staging area for the Wind and Kite surfers. EDO Mitchell said he and Scott Winters could perform the labor and the materials are estimated at \$2,000. This item was tabled until next meeting when more information is available.

**7. Administration-**

- 7.1 Resolution 2018-139 Approving a Supplemental Budget, Making and Transferring Appropriations. Following the budget explanation by Budget Officer Ball, Commissioner Hunking moved to approve Resolution 2018-139 adopting the Supplemental Budget and Commissioner Fitzsimmons seconded. Motion carried 4-0.
- 7.2 Consider approval for Oster Professional Group Audit contract FY 2017-2018. Budget Officer Ball said the increase over last year's contract is \$260. Commissioner Hunking moved to approve the Audit Contract and Commissioner McGuire seconded. Motion carried 4-0.
- 7.3 Schedule March Budget Workshop- Following discussion it was agreed the Budget Workshop will be held at 4pm on March 13<sup>th</sup>. The regular Board meeting will start at 5 pm.

Meeting adjourned 7:05 pm

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President Ron Wilson

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V.P. Dewey Kennedy