

Regular Commission Meeting
MINUTES
Port of Arlington
October 20, 2021
5:00 p.m.
Port Of Arlington

- 1. The Port of Arlington Commission meeting was called to order at 5:00 pm by President Shannon.**

Those Present: President Shannon; Vice President Wilson; Port Manager/ Economic Development Officer, Jeff Dane; Present thru Zoom; Commissioner Wilkins; Commissioner Kennedy; Commissioner Greiner; Attorney Ruben Cleaveland

Absent: Administrative Assistant Margheim

Audience: Commissioner Pat Shannon, Rita Miciak

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

Commissioner Greiner would like to add a policy and procedure to the agenda. President Shannon added 7.3 to the agenda under administration for policy and procedure conversation. President Shannon stated she would like to discuss chain of command, job descriptions, vacations, expense reports, annual performance reviews and the like.

- 3. Consent Agenda:**

- Approval of September 15, 2021 Commission Meeting Minutes
President Wilson moved to approve the September 15, 2021 Minutes and Commissioner Wilkins seconded. The motion carried 5-0
Approval of the August 18, 2021 Gilliam County / Port of Arlington joint meeting minutes. Commissioner Greiner moved to approve the August 18, 2021 joint meeting minutes and Commissioner Wilkins seconded. The motion carried 5-0
- Approval of the September 2021 Payables and Financials:
Commissioner Greiner had a few questions on the payables and would like the bank statements sent directly to her monthly. Commissioner Greiner stated that she has already asked for and has received the bank statements. Commissioner Greiner asked about check number 9724 for \$668 to the Travel Council and a \$69 check to Loop Net. EDO Dane stated he thinks the check to the Travel Council is for Highway signs and Loop Net is for Mesa leasing advertising. Commissioner Greiner also asked about Hues Net and EDO Dane said it was for the Internet, Gilbarco. Administrator Margheim was not able to attend meeting to further address these specific questions.
Vice President Wilson moved to approve the September 2021 Payables and Financials, and Commissioner Greiner seconded. The motion carried 5-0.

4. **Presidents Report:** President Shannon stated Bill Reed, a residential developer, is interested in the downtown core and starting housing development project in Arlington. President Shannon and EDO Dane have been working with him and had a tentative Town Hall set up but, Mr. Reed had to cancel. At this time, they are trying for the second week in November. President Shannon stated she will send information on the Town Hall meeting to K'Lynn so she can get the information out to the public when the Port has a set date for the meeting. President Shannon has been trying to set up a meeting with Mayor Jeff Bufton to see if the City of Arlington would like to move forward on the paving of the Arlington Airport, but has not been able to get an answer as to whether the city is interested. Commissioner Greiner asked if the Port should move on to item number two on the IGA, but President Shannon said that she would like to be courteous and wait one more month. Vice President Wilson and Commissioner Greiner stated that the Port should go before the City Council before moving on to the next project on the IGA.

5. **Commissioner Reports:** Commissioner Wilkins would like @portofarlington e-mail addresses to be set up for the Port Board Commissioners. The consensus was to have the emails set up for the Board members. EDO Dane stated he will look into it.
Commissioner Greiner has asked Administrator Margheim for the monthly bank statements to be sent to her as the Secretary/Treasurer. The consensus of the board is for Administrator Margheim to continue to send the bank statements to Commissioner Greiner monthly.

6. **EDO Report:**
 - 6.1 EDO Dane stated that Jason Miller with weights and measures came yesterday. They come yearly to check the pumps. The Port did have an issue with the diesel reading. When SME Solutions put in the pump readers they were not calibrated correctly. SME Solutions is taking care of the issue this week. President Shannon asked EDO Dane to send the Commissioners an email tomorrow that this has been taken care of.
 - 6.2 EDO Dane shared an email with the Commissioners regarding communications with Jeff Schott, M&M and the sub-contractors. Attorney Cleaveland would like some assurance from M&M that they intend to fulfill the contract, and, if not, we need to move forward with other measures. The Port needs the restroom finished up in order to get an occupancy permit thereby fulfilling the Marine Board grant. Jeff Schott seems to have a good rapport with M&M and is hopeful this project will be finished up soon. Commissioner Kennedy stated he will call Jeff Schott and see what can be done to try and expedite the items left on the punch list. Attorney Cleaveland would like to request some

EDO Continued:

assurances so the Port can get a specific date of completion. Commissioner Kennedy will get in touch with Jeff Schott tomorrow. Commissioner Greiner asked when CXT's final payment will process, and EDO_Dane stated that as soon as we get a final invoice from CXT the check will be processed. Commissioner Greiner asked if we have paid M&M and EDO Dane said they have except for the retainage.

6.2 EDO Dane will email the Port Commissioners information on Bill Reed and the green company who is looking into housing and Arlington's downtown businesses. EDO Dane said that Mr. Reed and his partner came to Arlington last week and he drove them to Willow Creek, the Mesa and around town and they were really excited about some land that the City of Arlington owns. Mr. Reed sent EDO Dane some proposals today and he will forward these to the Commissioners. EDO Dane talked with Justin Long, from Waterbear, a week ago and he is sending a tentative lease agreement and EDO Dane will forward that as soon as he receives it.

6.3 EDO Dane states the Gronquist acoustics are really coming together. They are almost halfway done, and it really sounds good. President Shannon says the sound has already greatly improved and the Historical Society banquet should have much better sound for their event. The sound engineer also gave President Shannon some good sound proofing ideas for the other rooms in the Gronquist.

6.4 Department of Aviation-Condon Airport update. EDO Dane has been in touch with Kathy Clark with the Department of Aviation, and she is putting EDO Dane in touch with Heather Peck, who is the Planning and Project Manager with the Oregon Aviation Department. Kathy Clark gave EDO Dane some information to look into COAR (Critical Oregon Airport Relief.) There is a grant for \$150,000 open. EDO Dane stated that the Board could look up Oregon Aviation Plan and see a lot of information on the sight. Commissioner Greiner asked EDO Dane to send all the Board members a link to the website. EDO Dane will start looking into the grant process and Commissioner Greiner will send the last estimate they received for the Condon Airport. Commissioner Kennedy thinks EDO Mitchell might have some plans already in existence, and EDO Dane will look thru the archived files of Mr. Mitchell.

7. Admin:

7.1 Audit EDO Dane stated that the audit is in the process of completion, and everything is positively moving along.

7.2 Motion to add Leah Shannon to all Bank of Eastern Oregon Checking accounts and remove Kevin Hunking – Commissioner Wilkins moved to remove Kevin Hunking as a signatory on all Bank of Eastern Oregon accounts which include Port of Arlington checking, Municipal Money Market, Reserve Fund, Safe Deposit Box, and Environmental Sentry Corp. checking account, and to subsequently add Leah Shannon, the new Port President. All other signatories, Ronald Wilson, Dewey Kennedy, and Kelly Margheim will remain the same. Vice President Wilson seconded. Motion carried 5-0

Admin. Continued:

7.3 President Shannon wanted to go over some housekeeping items. President Shannon asked if the Port had employee annual reviews, a handbook, a chain of command, employment agreements, expense reports verification, vacation and sick time. Vice President Wilson stated that the Port Board has some items in place, but has never followed thru with the them. Commissioner Wilkins asked if the Port had an employee handbook and Vice President Wilson stated the Port did. Commissioner Greiner said that Special Districts could give the Port a template for an employee handbook. Commissioner Greiner would like to clarification as to who is administrator Margheim's supervisor. Is it the Board of Directors or the Port Manager in charge of the position? The consensus of the Board is to investigate further and put these above items in place after researching.

The next Port of Arlington Board meeting will be Wednesday, November 17, 2021 in Condon at the City of Condon.

Meeting adjourned at 6:10 pm

President Leah Shannon

Vice President Wilson