

Regular Commission Meeting
MINUTES
Port of Arlington
July 21, 2021
5 p.m.
Port Office, 100 Island Park Rd., Arlington, OR

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

Those Present: President Wilson; Commissioner Kennedy; Commissioner Shannon; Commissioner Greiner; Commissioner Wilkins; Port Manager/ Economic Development Officer, Jeff Dane; Admin. Asst. Kelly Margheim; Attorney Ruben Cleveland;

Absent: None

Audience: Rita Miciak, Matt and Barbette (name withheld), Denise Ball, Mailia Mattingly, Pat Shannon, Stephen Allen.

- 2. The Oath of Office was administered by Attorney Cleveland to Commissioners Ronald Wilson, Gibb Wilkins, Leah Shannon and Kathryn Greiner.**

Commissioner Greiner moved to Amend agenda number nine to read Willow Creek Executive Session per ORS 192.660(2)(h): To consult with Attorney regarding your legal rights and duties in regard to current litigation that is more likely than likely than not to be filed and Commissioner Shannon seconded. The motion carried 5-0

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

- 4. Consent Agenda:**

- Approval of June 8 and June 23, 2021 Commission Meeting Minutes
 - Approval of June 2021 Payables and Financials
- Commissioner Kennedy moved to approve the consent agenda with a change to July 23rd. item number three to read monthly for lease payment and Commissioner Wilkens seconded. The motion carried 5-0.

Commissioner Greiner would like the Port's balance sheet and bank reconciliation's from QuickBooks in the monthly packet.

- 5. Presidents Report: None**

6. **Commissioner Reports:** Commissioner Kennedy said the Arlington Airport road is paved.

Commissioner Greiner would like to have the Port Commission meetings via Zoom. EDO Dane and Commissioner Greiner will look into the logistics. Admin Margheim stated the Port has Free Conference call for dial in if the Board would like to pursue also.

7. **Economic Development:**

7.1 EDO Report – EDO Dane stated that the modular for the bathrooms should arrive July 29th. CXT had issues with the building and the most recent issue was the tiling for the floors. In lieu of holding up the building further CXT is not installing the tile and will put in a urethane floor. CXT states that 99% of the buildings do not have tile. The sight is ready and we are just waiting on the building.

7.2 EDO Dane stated that the Engineer for acoustics for the Gronquist building was here in Arlington and got all the measurements and they have already started building the sound dampening boards. All the materials should be finalized within the next two weeks. Commissioner Greiner asked if the Grand room is the only room we are installing the materials and EDO Dane stated yes.

7.3 Waterbear Energy from British Columbia had to put the presentation for the project in Arlington on hold for a few weeks. Waterbear is a Green Hydrogen Company with two plants. Waterbear is interested in Willow Creek for the hydrogen plant and the Mesa for a data center. They are also interested in talking with the City of Arlington about a large housing project. President Wilson asked how many people will they employ and EDO Dane said at least one hundred. EDO Dane will update the Board as soon as he learns more in the next few weeks.

Commissioner Shannon asked if the Port assigns a Commissioner to each project the Port engages. President Wilson stated the Port has not assigned a Port Commissioner as the Port has had only had one project going at a time and all Commissioners are involved.

Commissioner Greiner asked how the Painted Hills project is progressing. EDO Dane stated that he is having a meeting with Painted Hills next Tuesday, July 27th at 9:00 am at the Chamber is Condon. All Board members are invited to attend. Commissioner Greiner also asked about Olympia Provision and EDO Dane explained that they are working with the County as they are interested in Shutler Station Industrial Park.

8. Administration

8.1 Annual Housekeeping

8.1.1 Port Commission Election of Officers for President, Vice President, Secretary/Treasurer. Commissioner Greiner moved to nominate Leah Shannon as Port President and Commissioner Kennedy moved to nominate President Wilson. The consensus is Commissioner Shannon for Port President. Commissioner Greiner moved to elect Ron Wilson Vice President. The consensus is Ron Wilson for Vice President; President Shannon nominated Commissioner Greiner for Secretary/Treasurer and Vice President Wilson nominated Commissioner Kennedy. The consensus is Commissioner Greiner for Secretary/Treasurer.

8.1.2 Designate monthly meeting date, time, and place. The consensus is to keep all items the same as last year, with the Port Board meeting on the third Wednesday at 5:00 pm every month.

7.1.3 Designate Newspapers of record, Attorney of Record, Depositories of Record; Auditor of Record. The Times Journal and the East Oregonian are the newspaper of record; Depositories of record are the Bank of Eastern Oregon and LGIP, and CPA firm of record Solutions, CPA's PC and Attorney of record is Vankoten and Cleaveland. The consensus of the Board is to keep all the same with the exception of the deleting the East Oregonian Newspaper.

8.2 Appoint Budget Officer for FY 2020-2021 – The consensus is to appoint Kelly Margheim as Budget Officer for FY 2020-21. President Shannon asked about the letter from the Office of the Secretary of State that was included in the packet. Admin Margheim explained that the Port receives the letter yearly and the reason being is the Port cannot hire another staff member, so there is no segregation of duties. The only way to resolve would be to add a part time staff member. The Port has many checks and balances and the State and the Auditors are satisfied.

Commissioner Greiner requested to see the contract EDO Dane signed upon hiring. Commission Greiner was curious about extending EDO Dane's probationary period. Commissioner Greiner stated she was concerned about the contract, to the extent that the previous EDO was able to negotiate a substantial payout upon leaving. Vice President Wilson explained to Commissioner Greiner that there were loopholes in the previous contract that allowed for such a payout, loopholes which no longer exists. Vice President Wilson further stated that he did not agree with any extension to EDO Dane's probationary period of 90 days, as Dane was hired and vetted by a previous Board of Commissioners.

Vice President Wilson stated they believe the 90 day probation period was long enough to determine that EDO Dane is producing for the Port. Attorney Cleveland concurred, and stated that the board had cart blanch in determining the probationary period for EDO Dane, and there is no mandatory criteria in which to follow.

Adjourn to Executive Session at 5:50pm

9. Willow Creek - Executive Session per ORS 192.660(2)(h): To consult with Attorney regarding your legal rights and duties in regard to current litigation that is more likely than likely than not to be filed.

Reconvene to Regular Session at 6:25pm

Action following Executive Session: President Shannon stated that the Port Board would like to go back to the court with some minor revisions to the new IGA and would like to set up a joint meeting about some possible projects.

Meeting adjourned 6:35 pm

President Leah Shannon

V.P. Ron Wilson