

Regular Commission Meeting
January 11, 2024 MINUTES
5:00PM
Port Office, 100 Island Park Rd., Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 5:01 pm by President Shannon.

Present

President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner (via zoom), and Kip Krebs (via phone); Port Director, Jed Crowther.

Absent

Commissioner, Gibb Wilkins and Administrative Assistant, Kayla Rayburn.

Audience

Pat Shannon, Gilliam County Commissioner.

2. Public Comment

None

3. Consent Agenda

- A. Approve Regular Meeting Minutes for December 14, 2023**
- B. Approve December 2023 Accounts Payable and Financials**
- C. Approve Resolution 2024-156 Amend Vacation Payout Maximum Carryover Hours**

Motion: Greiner moved, and Wilson seconded to approve the Consent Agenda, Items 3 A, B, C.
Motion passed unanimously.

Greiner gave a reminder to bring the past executive session minutes for board review and approval. She said that these minutes may briefly outline topics yet preserve confidential executive discussion.

4. Directors Report

A. Alkali Ridge Partition

Crowther informed of the Partition application scheduled for Planning Commission on January 18. He said the three parcels are consistent with the approved subdivision tentative plan of 38.65-acres, and this Partition would advance being able to market the proposed 2.8-acre house/shop parcel. He gave appreciation for Gibb Wilkins creating the parcel layout that would fit city criteria and sync with the subdivision plan. Greiner asked about anticipated timing for approval. Crowther said higher scrutiny was already completed by the Subdivision process and Partition action should be simple.

County Commissioner Pat Shannon asked where the property was in regard to the County's priority on workforce housing, as it had begun nearly a year ago.

Crowther said that we need to create a separate parcel to focus on the workforce housing portion, and that is why we are first working through the city planning processes for the appropriate access. The specific area targeted for workforce housing is around 3.5-acres on the northeast corner.

Greiner said that planning and infrastructure would include buying some other property to go with the approved subdivision plan, and planning processes take time. She said the Port had recently received a quote for infrastructure and would be applying soon by a Capital Grant to the County.

B. Alkali Ridge Subdivision

Commissioners discussed extensive subdivision infrastructure requirements and zoning limitations, including “off-site” improvements for the north entryway, located on an adjoining property (Salee), with a required condition of approval by Planning Commission for a wider width 60’ right-of-way.

Krebs suggested considering an alternate plan for reduced width or one-way street in this segment.

Greiner said the city may likely require dedicated street right-of-way, rather than only an easement.

Crowther explained that the city was reluctant to have conversations, to comply with their land use protocol for appearance of fairness, because City Council may eventually be a decision maker on Port land use proposals and applications.

Greiner suggested seeking alternate legal counsel to avoid potential conflict of interest concerns, and that this would open a better pathway, rather than dual legal representation for City and Port.

Consensus: Commissioners strongly agreed to seek alternate legal counsel, with land use expertise. Separate representation is needed for Port, County, and Cities issues, i.e., Condon Grade School and Arlington Mesa. Contacts were suggested at SDAO, MCEDD, planning and regional partners.

C. Grants

1. Willow Creek Industrial Site Feasibility Plan

Crowther shared the draft Request for Proposals and Scope of Work to invite consultant firms, which was sent to Business Oregon for preview, and would be published in newspapers soon. Specific firms will also be contacted to submit proposals and to ensure quality coordination.

Krebs emphasized that the site could become a valuable asset as a truck stop, with a lot of truck traffic at I-84, Exit 147 every day and night, with 8-14 trucks parked at on-and-off ramps.

2. Clean Marina Dock Repair

Crowther shared a Clean Marina Grant application for dock repairs submitted December 28. An immediate need and urgency is to replace a small dock with fire suppression apparatus. It would proceed in the Small Grants Program, rather than Maintenance Assistance Program.

Consensus: Commissioners ratified applying for grants and coordinating with Clean Marina.

3. Linus Pauling Field Airport

Crowther shared recent interaction for improvements at the State Aviation-owned airport, with the first priority to provide an aviation fuel station, and by cost estimates up to \$350,000. Connect Oregon, a State Transportation grant, had just opened and the Port could be a lead applicant in partnership with local support.

President Shannon said that the Port is the logical lead entity to pursue transportation funds to best mesh with Connect Oregon grants.

Greiner will help prepare the grant, research State Aviation items for location and operation, and continue building strong local cooperation, together with the Port.

Consensus: Port as lead applicant to Connect Oregon for Linus Pauling Field improvements.

Greiner asked to place adopting a Resolution on the next agenda to apply for the grant.

D. Bid for Locking Shower Door

A bid was received by Knerr for locking shower door mechanism in the amount of \$880 installed.

Motion: Wilson moved to award bid to Knerr for locking shower door mechanism in the amount of \$880 installed. Greiner seconded. Motion passed unanimously.

Shower Use Fee

An equitable shower use fee was discussed, and by comparison to \$12 fee at Flying J truck stop. Users would purchase tokens during regular Port office hours, or possibly at the Chamber office.

Motion: Wilson moved to adopt a shower use fee of \$5 per person per time. Krebs seconded. Motion passed unanimously.

E. Budget Calendar

Crowther presented the draft Budget Calendar for review, in compliance with previous patterns. He outlined two budget committee vacancies, properly published when their terms had expired, and he invited Commissioners to contact potential willing replacements for budget committee.

Greiner stated a goal to appoint budget committee members at the next meeting February 15. She suggested edits as follows: To adopt budget calendar on January 11, 2024 and to adjust the date of the first notice to March 28, 2024.

Motion: Greiner moved to adopt the 2024-2025 Budget Calendar with the changes as described. Wilson seconded. Motion passed unanimously.

5. President Report

Shannon stated that she will attend the SDAO Conference at Seaside with Kayla on February 9-11. She gave an overview of a Gilliam County Planning Department Notice for a Waste Management Renewable Energy application of a renewable natural gas (RNG) plant with exciting technology. Building construction would begin in March, plus it involves a 19-mile pipeline to be installed that connects with an RNG line in Morrow County.

6. Commissioner Reports

Wilson – None.

Greiner – Invited to City of Condon Council Retreat Friday, January 19 at 1 pm, with lunch at 12:30. Working together on the airport grant.

Krebs – Encouraged performing a preview of wastewater pump replacement, to assess availability, options, and costs, in order to prepare before a crisis. Invited the commission to plan ahead for Port participation in upcoming parades, i.e., May Day and 4th of July.

7. Executive Session ORS 129.660(2)(e):

No Executive Session needed.

8. Upcoming Meetings

Commission Meeting

Thursday, February 15, 2024 at 5pm Port of Arlington.

9. Adjourn Meeting

President Shannon adjourned The Regular Commission meeting at 5:54pm.

President Leah Shannon

Vice President Ron Wilson