

Regular Commission Meeting
MINUTES
Port of Arlington
September 15, 2021
5:06 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; Commissioner Greiner; Port Manager/ Economic Development Officer, Jeff Dane; Admin. Asst., Kelly Margheim; Present thru Zoom; Commissioner Wilkins; Commissioner Kennedy; Attorney Ruben Cleaveland;

Absent:

Audience: Commissioner Pat Shannon, Les Raurk

- 2. Public Comment on non-agenda items** – Commissioner Pat Shannon stated that the Brookfield repower and Avingrid are all set and moving forward. Commissioner Shannon also let the Board know that in the kitchen at the Gronquist there is not a splash guard behind the sink in the kitchen, and he is worried splashing water will cause damage to the sheetrock. Admin. Margheim agreed to pick up a splash guard and have Maintenance Supervisor James Metzker install it. Commissioner Shannon also informed the board that the tile in the kitchen is not sealed. Commissioner Kennedy stated we could seal it and the sealer could be easily purchased.

- 3. Consent Agenda:**

- Approval of August 18, 2021 Commission Meeting Minutes
 - Approval of August 2021 Payables and Financials
- Commissioner Greiner asked if all the leases are current. Administrator Margheim stated that all leases are current. Commissioner Greiner also asked about reimbursement of cell phones. Administrator Margheim stated that EDO Dane and Maintenance Supervisor Metzker are getting a monthly allowance for cell phones because their phones are used for business calls. Commissioner Greiner stated that the two phone numbers are now open to Public record. Les Raurk stated the phones be maintained for public record. Commissioner Greiner moved to approve the August 18, 2021 Minutes and Commissioner Wilkins seconded. The motion carried 5-0
Commissioner Greiner moved to approve August 2021 Payables and Financials and Vice President Wilson seconded. The motion carried 5-0

4. **Presidents Report:** President Shannon stated that the meeting with Justin Long with the Waterbear Group was very informative. There were several items of discussion during the meeting, such as Hydro, solar, data and investment developers. EDO Dane stated that Justin Long from Waterbear will be sending over a letter of intent early next week. Commissioner Greiner said she can see why Waterbear is interested in Arlington as it is close to rail, freeway and Walsh Trucking. EDO Dane is having a meeting next week with Bill Reed, an investor interested in the downtown core and housing project. Commissioner Pat Shannon stated that Justin Long was very clear that renewable energy is going to be huge, and Waterbear is getting ahead of it so they are in a strong position moving forward. President Shannon said that Waterbear would like an option to lease Willow Creek for six years. EDO Dane says we should have more information next week. Les Raurk suggested to have Business Oregon involved as the Port moves forward with Waterbear. Mr. Raurk also suggested that EDO Dane have a template checklist for this project and future projects, to which EDO Dane agreed.
5. **Commissioner Reports:** Commissioner Greiner shared a grant she received with Department of Land Conservation and Development. The grant is for technical assistance for housing and economic development. Commissioner Greiner talked about the upcoming March grant process with Gilliam County and how that could really help with various projects the Port may pursue in the near future. Commissioner Greiner would like to have a structure grant writing and grant proposals. One idea she mentioned was whether the grants should come before the Board then to EDO Dane or whether there are other options moving forward. Commissioner Greiner will include EDO Dane in the conference call with Department of Land Conservation and Development to see if the grant is something the Port should apply for. Commissioner Pat Shannon said that he has shared information from a mulch company with EDO Dane and Commissioner Sherri Wilkins. The company is very interested in the Grain Lab and the Mesa. The company produces coconut mulch.
6. Intergovernmental Agreement between Gilliam County and the Port of Arlington for Willow Creek Project IGA restructuring. Attorney Cleaveland went over the agreement with the Board. Commissioner Greiner moved to approve the Intergovernmental Agreement between Gilliam County and the Port of Arlington for Willow Creek Project IGA restructuring as presented and Commissioner Wilkins seconded. The motion carried 5-0

7. EDO Report:

7.1 EDO Dane started with some housekeeping issues. The Port has had a few issues with the Tribes leaving boats and trailers for weeks at a time. EDO Dane contacted the Tribal Police and was finally able to get the boats moved after weeks of not being able to find out who the boats belonged to.

EDO Dane said that the three-on-three basketball tournament was a success. Brookfield Energy and General Electric were the sponsors and The Port, along with Kip Krebs, put the tournament together.

EDO Dane participated in the Oregon Infrastructure Summit. One of the workshops was geared towards smaller resilient Ports and was very informative.

EDO Dane talked with Gabrielle Homer with Painted Hills last week. Painted Hills has now hired a Project Manager and are now getting closer to making some decisions on the Painted Hills Project, specifically in regards to location. EDO Dane will be having a meeting with Painted Hills the 28th or the 29th of this month.

7.2 Bathroom Replacement Project – Due to the failure of M&M Excavating, LLC to follow thru with completion of the bathroom project the board agreed to have China Creek come in and finish up the punch list. This should allow for the opening of the bathrooms, and satisfy the Marine Board Grant. Attorney Cleaveland has sent a Notice of Termination to M&M Excavating, LLC and if they do not respond by next Monday EDO Dane will have China Creek finish a majority of the remaining project. The quoted amount by China Creek will not exceed \$4,000.

7.3 Waterbear- This topic was discussed at the beginning of the meeting.

President Shannon asked about the Vesta lease. EDO Dane said he will get the lease to the board as it is around eleven pages. Vice President Wilson asked what Vesta was leasing. EDO Dane stated the bottom half of the Gronquist and the land next to it. President Shannon asked if they have paid the \$3,500 yet and EDO Dane said it the check is on the way. Vesta is leasing thru November 2021. President Shannon asked Attorney Cleaveland if he has seen the lease agreement and he has not. EDO Dane said he will send him the most recent draft of the agreement. Vice President Wilson moved to approve that President Shannon, with Attorney Cleaveland's approval, sign the previously described Vesta lease, and Commissioner Greiner seconded the motion. The motion carried 5-0

Vice President Wilson asked about the sound proofing of the Gronquist. EDO Dane stated the original fabric did not come in so we will have to go with the gray fabric. Vice President Wilson moved to approve the installation of the soundproofing in the Columbia room at the Gronquist for \$30,000 and Commissioner Greiner seconded. The motion carried 5-0

Commissioner Greiner would like to get the Airport water project moving forward. EDO Dane is going to reach out to the Department of Aviation for guidance in moving forward. Les Raurk then stated they have a new director with the Department of Aviation. Her name is Cathy Clark and she is the Mayor of Keizer.

Meeting adjourned at 6:22 pm

President Leah Shannon

Vice President Wilson