

**Regular Commission Meeting**  
**MINUTES**  
**March 16, 2022**  
**5:00 p.m.**  
**Port of Arlington**

- 1. The Port of Arlington Commission meeting was called to order at 5:09 pm by President Shannon.**

**Present:** President Shannon; Vice President Wilson, Commissioners Kathryn Greiner, Gibb Wilkins, Kip Krebs (zoom) & Attorney Ruben Cleaveland (zoom).

**Absent:** None

**Audience:** Gilliam County Commissioner Pat Shannon (arrived 5:50 p.m.) & Les Ruark (zoom & arrived 5:35 p.m.), Jed Crowther (zoom).

- 2. Public Comment - None**

- 3. Additions to the agenda.**

Added to swear in Commissioner Kip Krebs.

- 4. President Shannon administered the Oath of Office to Kip Krebs.**

- 5. Consent Agenda:**

Commissioner Greiner stated that she corrected the date on the top of the minutes and that she had not been back to the Port office to catch up on the financial statements for this meeting. She is scheduled to go to the office March 28 to do bank reconciliations and help do March payroll.

**Motion by Commissioner Wilson to approve the February 24, 2022 regular Port meeting minutes with the correction of the date. The motion was seconded by Commissioner Wilkins and approved unanimously.**

**Financial statements were tabled until the April meeting.**

- 6. Presidents Report**

- President Shannon reported that three candidates will interview for the Administrative Assistant position. After discussion, the interviews will be scheduled for Wednesday, March 30 to allow for Jed Crowther to participate. Interviewers are: President Shannon, Commissioner Wilson & Jed Crowther.
- Discussed that the lot between the Gronquist building and the lower trailer court in Arlington was strewn with garbage and needed to be cleaned up. She will follow up with the City of Arlington to see if they have a clean-up day or can assist with disposing of the materials on that lot.

## 7. Commissioner Reports

- **Commissioner Wilkins** – The pickup that was donated from the City of Condon has been taken to Bennett’s Tire & Auto in Condon for tune up before it comes to Arlington. He added that he has not found any more leases in the emails that are current to the City of Arlington/Insitu or any other entities.
- **Commissioner Wilson** - Reported that all is going well, and that James (Metzker) has done an excellent job on getting the fuel bid out. Reported that there was a letter from ODOT regarding selling diesel and that the Port is conforming to rules & regulations regarding being on the waterways. He had correspondence regarding the Port’s Environmental Sentry non-profit, but Cleaveland stated that he had filed the necessary forms with the state, and everything is current. There was a brief discussion of what can be done through Environmental Sentry and Cleaveland said that it was quite broad in scope.
- **Commissioner Greiner** – The employment contract for Jed Crowther has not been finalized and wondered what was needed to complete that task. Cleaveland sent out the SDAO template and the previous Port ED contract for review. President Shannon gave copies to Commissioners. It was discussed that they will use the Port contract with the term sheet included (that was approved in February) and put in a six-month review to determine if compensation would be given if contract is terminated. ED Crowther also asked for clarification of insurance for him and his spouse. **A motion was made by Commissioner Greiner to have Ruben Cleaveland draft contract with changes to insurance and severance with a review in six-months. The motion was seconded by Commissioner Wilson and approved unanimously.**
- **Commissioner Krebs** – No report.

## 8. Economic Development

- Insitu Lease – Cleaveland stated that he is working with the City of Arlington to find the lease between the Port & City for the land where Insitu is renting with results. It was discussed to ask former ED Peter Mitchell or former administrative assistant Denise Ball.
- Gilliam County Special Projects Grant – Commissioner Greiner stated that she had a discussion with Gilliam County Judge Elizabeth Farrar-Campbell, who suggested that the Port put in their grant application an OWL and smartboard for use at the Gronquist Building. This would also include the Gronquist Building door repair, contract to paint the inside of the building and possibly a computer. The grant is not due until May 15, so Commissioner Greiner will work with ED Crowther to put this grant together.
- Willow Creek IGA – Table until ED Crowther is on board.
- Federal Earmark Opportunity – Commissioner Greiner received an email from Senators Wyden and Merkley staff regarding an opportunity to file for an earmark for projects but noted that projects that are shovel-ready would be more likely to be awarded. No project at this time.

**9. Administration**

- Consider Hire for Administrative Assistant Position – Discussed earlier in meeting those interviews are being set.
- Financial Statements & Budget Calendar – Discussed that the budget calendar needs to be completed for approval at the April meeting for the budget committee meeting in May and budget hearing in June. Commissioner Greiner will work with ED Crowther on the calendar for the April meeting.
- Lease Compilation & Update – This will be done with ED Crowther when he begins work March 28.
- Monthly Meeting Time & Date – Discussion of moving the meeting back to the second week of each month. **Motion was made by Commissioner Wilkins to the second Thursday of each month at 5 p.m. The motion was seconded by Commissioner Wilson and approved unanimously.**

**10. Executive Session – Was not held.**

**11. Decision or deliberation of Executive Session discussion – Was not held.**

The next Port of Arlington Commission meeting will be held Thursday, April 14 at 5 p.m. at the City of Condon.

Commissioner Shannon adjourned the meeting at 6:06 p.m.

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President Leah Shannon

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Vice President Wilson