

**Regular Commission Meeting
January 15, 2026, MINUTES
5:00PM
1650 Railroad Ave., Arlington, OR**

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

Present: President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther, Kayla Rayburn, and Attorney Anna Cavaleri

Absent: None

Audience: Tiffani Deal (via zoom)

2. Additions or Corrections to the Agenda

None

3. Public Comment

None

4. Consent Agenda

There was one correction in the min in section 5.7. on November 13, 2025, regular meeting. The word "not" needed to be added regarding the City of Arlington and a potential lease. Greiner asked about the payroll liabilities on the P&L and allocating them into the funds. Advised there was some cleanup with the auditors that was occurring and they should look better shortly. QBs updated and changed how payroll distributes out, so there were more accounts that needed to be included in the journal entry every month. Greiner also inquired about the QB's charges and if that was for the cost of QB. Rayburn stated that they were the QB cost for the online and payroll.

4.1. Approve Regular Meeting Minutes for November 13, 2025

4.2. Approve Regular Meeting Minutes for December 11, 2025

4.3. October 2025 Accounts Payable and Financials

4.4. November 2025 Accounts Payable and Financials

4.5. December 2025 Accounts Payable and Financials

Motion: Wilson moved and Greiner seconded to approve the Consent Agenda with the noted corrections to the November 13, 2025, regular minutes. Motion passed unanimously.

5. Director Report

5.1. Audit Update

Crowther stated Rayburn and himself met with Accuity on the 8th, it was a good meeting with them, and Rayburn provided all the documents they requested upon their arrival. He was impressed with their thoroughness. He stated the Port was on track to finish by January 31, 2026, deadline that was put in the corrective action plan. Rayburn reiterated what Crowther stated and elaborated more. She stated right from the beginning, this has been a completely different process than with Pauley Rogers. The auditors noticed there is currently no process in place to approve Journal entries, with our size they recommended at the end of each month to print the list of Journal entries off and have them approved/signed off by the Executive Director or the President of the Port Board. The Port may want to change some of the Budget line items and condense the resolution. The Auditor also suggested a stamp for the bills to process them (received/paid/approved) with employees initialing

next to the appropriate line to show more than one person is reviewing them. She advised the stamp had already been ordered, she was looking into the budget/ resolution suggestions and would start including the journal entries for the financials.

5.2. Progress and Possibility

Crowther said he would like to pause and celebrate all the Port has accomplished. We have come to the end of a major portion of the subdivision project and released a press release. This was a long process from the start in 2023, to now 2026. He just wanted all of them to take a moment to congratulate themselves on this before moving right into the next phase. He gave a brief recap of the steps they have completed so far.

5.3. Alkali Ridge Marketing

Crowther submitted a rezone application to the city of Arlington on December 23, 2025, for a large portion of the site. One of the criteria for the rezone would be a prepared engineering memo outlining certain aspects related to the infrastructure (water, sewer, traffic, housing, etc...). We may modify it just a little more to keep the process moving.

Motion: Greiner moved, Wilson seconded to authorize Jed Crowther to get the rezone memo from Anderson and Perry with a not to exceed amount of \$5,000. Motion passed unanimously.

Crowther stated that they reviewed the lot prices he had presented at last months meeting, but he needed an official consensus or motion for the prices to be set. Wilson was concerned about some of them being too high. Greiner thought this was below value compared to some, and these are all utility ready. Tiffani Deal said it was hard to find comps in this area for the ready to build lots. She stated we didn't want these to sit on the market; we wanted to move them. Crowther stated the prices he suggested were based on recouping the out-of-pocket expense from the Port on the project, and cover fees for real estate transactions. It was always the Ports' goal to price them at a reasonable rate, so they could be purchased and homes built sooner.

Motion: Wilson moved and Wilkins seconded to approve the lot prices for 2-12, 15-17 as presented on December 11, 2025, Port meeting. Motion passed unanimously.

Crowther said the Port just barely received the final invoice from Bolen and Anderson and Perry. He also wanted to advise the breakdown of the invoice that would be sent to the city of Arlington for just over \$115,000 for their portion of the water upgrade going into the estates.

Motion: Greiner moved and Wilson seconded to approve change order number 2 adjustment in the amount of \$44,340.84 and the final payment to Bolen Construction of \$162,677.12. Motion passed unanimously.

Greiner asked for the final amount of What we spent with Bolen when this was all finished and was advised the final amount is tallied on the last invoice.

5.4. Upcoming Housing solutions Workshop

Crowther did notice this meeting, so all the commissioners can attend. It's a joint meeting between the County Court, the City of Arlington, The City of Condon, PCDC, the Port. President Shannon asked if anyone thought about what we wanted to present or say if we are allowed to speak. Crowther stated it's a workshop so everyone can give input. Wilkins will also be there to speak on behalf of the City of Condon. He's going to show how The City of Condon has already made the money back and then some for the Ballfield project. Crowther also anticipates an article by The Times Journal; he sent him material for the project.

5.5. Budget Calendar

The Budget committee is already in place. We are pushing the budget meeting later in the year than normal, to have more accurate information from Accuity. It all still complies with the state standard.

Motion: Wilson moved and Greiner seconded to approve the budget committee, Budget Officer, and Budget Calendar as presented. Motion passed unanimously.

5.6. Other

5.6.1. Brookfield Meeting RE Saddle Butte

President Shannon stated herself and Crowther met with Brookfield, and they are in the early stages of their project. It's about 11,000 acres SW of Waste Management. They have met with the Sheriff, fire, EMS already and were meeting with the county court later that day. They are working on drafting their SIP agreements, President Shannon did ask them for the Port to be Cc'd if there were any drafts sent. They did share the ideas Krebs had for community betterment. They shared with Brookfield what the Port does and how it is a large component in economic development in Gilliam County.

5.6.2. SDAO Conference

Reminded everyone about the upcoming SDAO conference at Seaside and needed a response if they were attending or not, so Rayburn could get registration and hotel accommodations taken care of.

5.6.3. Alpine & Aeroval

The HVAC approved work was completed, but there will need to be a separation between the two portions of the building. It isn't going to work to share like they initially thought. We have someone coming out to quote for the new line. Crowther was asking for a do not exceed approval to be able to get the job completed, so the leasers had heat for the cold weather. If we have it in the budget and do not trigger public contracting law, there is a consensus to allow Crowther to get the line done.

5.6.4. Marina Fuel Pump Repair

The fuel pumps have been down since the end of October. SME was contacted immediately and came to repair them. They isolated the problem and ordered the parts. The parts were originally on back order and took longer than anticipated to arrive. James Metzker has been calling SME weekly to get updates, with frequent no call backs, or no updated information. He was finally able to learn the parts that arrived at the end of December, but now they require DEQ licensed tech to be here when installed. He was able to confirm a date for the end of the month for the repairs.

5.6.5. Fence Repair at Gronquist-

We notified the new owner of the lower mobile home park, Columbia MHP LLC, but have had limited response. It's their responsibility to get it fixed, but we do need to get it repaired. Crowther went ahead and got a quote from Kiwi Fencing in the amount of \$1,355. Crowther asked if he should get it repaired and then Anna will send them an official letter from her on The Port behalf. There was a consensus to get it repaired, and have Anna send a stern letter on the Ports' behalf to get a response.

5.6.6. Gronquist parking

Semi-trucks recently started using the vacant lot North of the Gronquist building for overnight sleeping. Rayburn stated the neighbors did start to complain today about the trucks running all night long. We ordered "no overnight parking signs" and will post them in the lot. Day use is fine for overflow or oversized parking to access the restaurant/golf course.

Legal Process to remove RV

Background given about the RV Anna stated it's abandoned property, and the local law enforcement can tow it. Greiner asked if we can tag it and tow it out of there. Anna was

concerned about the charges the Port would be liable for if we did it ourselves and would investigate it more.

5.6.7. Recreational Immunity

Changes to the Recreational Immunity Bill that just occurred, and maybe we need to talk about this in a future meeting to give Anna more time to prepare. Anna thinks it's mostly just some clarification in the language of the current Bill, and not actual changes to the law. She doesn't think there is any action needed on the Port's behalf, and the Port is already protected by under the bill.

6. Presidents Report, Leah Shannon

Asked if there is any interest in our part-time position. Shannon asked where we had posted it, advised the website, and 3 weeks in the paper. She wanted to get it out to more avenues, express services in Hermiston, the employment office in the Dalles, the chamber.

7. Commissioner Reports

7.1. **Ron Wilson**-none

7.2. **Kip Krebs**- asked when Crowther planned on having Willow Creek bridge inspected. He stated February or March was with ODOT

7.3. **Kathryn Greiner**- none

7.4. **Gibb Wilkins**- to get financials set up and started for sentry

Anna checked SDAO and it suggested a resolution so she would have that prepared for the next meeting.

8. Next Meeting

Commission Meeting- Thursday, February 12, 2026, at 5pm, at the Gronquist Building, Lower Office.

9. Adjourn Meeting

adjourned The Regular Commissions meeting at pm.

President Leah Shannon

Vice President Ron Wilson