



Thursday, August 8, 2024, at 5:00 pm
Location: Lower Conference Room, Gronquist Building,
1650 Railroad Ave, Arlington, OR

Join Zoom Meeting
<https://us02web.zoom.us/j/9537854875>
Meeting ID: 953 785 4875
+16699006833,,85648511236# US (San Jose)
+12532158782,,85648511236# US (Tacoma)

Regular Commission Meeting Agenda
Thursday, August 8, 2024

- 1. Call Meeting to Order**
- 2. Public Comment on Non-Agenda Items**
- 3. Consent Agenda:**
 - a. Approve Regular Meeting Minutes for June 13, 2024
 - b. Approve Regular Meeting Minutes for July 11, 2024
 - c. Approve July 2024 Accounts Payable and Financials
- 4. Public Workshop – Willow Creek Industrial Plan – by Points Consulting**
- 5. Director Report**
 - A. Columbia River Pump Station – Port / City Intergovernmental Agreement (IGA)
 - B. Connect Oregon Grant Application – Linus Pauling Field - Aviation Fuel
 - C. Condon Grade School – Oregon Brownfields Conference, EPA Work Plan
 - D. Other
- 6. President Report**
- 7. Commissioner Reports**
- 8. Executive Session (Placeholder) ORS 192.660(2)(e):** To conduct deliberations with persons designated by governing body to negotiate real property transactions.
- 9. Decision or deliberations on Real Estate Transactions (Placeholder).**
- 10. Next Meeting –**

Commission Meeting – Thursday, September 12, 2024, at 5 pm at Port of Arlington.
- 11. Adjourn Meeting**

Regular Commission Meeting
Thursday, June 13, 2024, MINUTES
5:00PM
City of Condon, 128 S. Main St, Condon, OR

1. The Port of Arlington Commission meeting was called to order at 5:06pm by Vice President Wilson.

Present: Vice President Ron Wilson; Commissioners: Kathryn Greiner Gibb Wilkins, and Kip Krebs (via Zoom); Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn

Absent: President Leah Shannon

Audience: Anna Cavaleri, Carson Valley (left 6:01pm)

2. Public Comment-none

3. Consent Agenda

3.1. Approve Regular Meeting Minutes for May 9, 2024.

3.2. Approve May 2024, Accounts Payable and Financials

Motion: Greiner moved, Wilkins seconded, approve Regular Meeting Minutes for May 9, 2024, and May 2024 Accounts Payable and Financials. Motion passed unanimously.

4. Director Report

4.1. Willow Creek Industrial Plan- Site Analysis Report

Jed Welcomed Carson Valley and gave a brief update on the new report provided by Points Consulting and asked Carson to share any thoughts regarding the report. Carson discussed the report and information they have gathered regarding the residents; work status (coming in vs going out) and who is the biggest employment private/public entities. Greiner stated her concerns about rail and river at Willow Creek, due to the issues the Port has had in the past trying to incorporate the river. Lengthy discussion followed regarding what was possible with the sight. Greiner wants to know if it's feasible to drill a well there or because of all the rock is it even a possibility. Krebs said that we could drill a well, it would just take the correct permit, and then the monitoring of the well. He stated he feels confident any well that is drilled at the location will hold its water. Krebs reiterated again he thinks it's in the best course to drill the well there no matter what direction the Port decides to go with the property. Wilkins stated he is concerned about the strict new well policies in the state. Wilkins also stated we need to contact the water master now if that is something that is being considered, and Carson advised the Port Commissioners that is something they could look into as part of their study. Wilson thinks developing the rock quarry would be in the best interest and makes the most sense for the space. There was a strong agreement amongst the commissioners to develop partnerships with the Tribes and Union Pacific no matter which direction is chosen to pursue. There is a town hall scheduled Wednesday June 26, at 6:00pm, in the lower Gronquist building to present the site, and opportunity for the public to comment.

4.2. Alkali Ridge

Crowther has draft plans for the Alkali Ridge subdivision, Brad Beard let him know the bid packet is about 80% complete. Brad has spoken to the city to keep them in the loop and advised them to upsize the water line into Columbia Ridge estates during development. They would need to say so now; to put it in the plans and they would pay a portion. The Port is still working on the best option to purchase the property from the Sallee's. They need the best way to do that, so that the Port has acknowledgement of purchasing the property and then donating it to the city. Anna Cavaleri

stated she reached out to Gilliam county's planning consultant and is waiting to hear back from them. The chain of title should go from Sallee's to the Port, and then the Port can dedicate the road to the City of Arlington. The other issue is how the County is going to record the change of the property tax lot lines.

4.3. Redistricting Process

Anna thanked Greiner for Chad Jacobs information, an attorney in Portland. She stated this process is a lot more complicated than originally thought. The population is usually what dictates the zoning. Oregon Kitchen table is who Hillsboro worked with to redistrict, and Portland state university. She stated we need to have clear communications with the community as to why we are wanting the rezone and get their input on it. She did look into if there can be "at large commissioners", She did reach out to SDAO and is waiting to a response back from them to see what the criteria of it is. Overall, she stated it is a lot more complicated than just having both the Port and the County signing off on a redistricting like originally assumed. Wilkins and Greiner talked about the voting zones, and methods that are done for other election districts in Gilliam County. Anna recommended reaching out to Oregon Kitchen Table and Portland state University for a price/process, and timing for this. Mid-decade rezoning is not common, but it can be done. Crowther asked Anna if she would reach out to them on behalf of the Port, and she would provide a memo for the next meeting in July. She stated she would also reach out to Oregon Legue of cities for advice as well.

4.4. City Columbia River Pump Station

Crowther wanted to state for the record both are public entities, and advised Kayla Rayburn, Port Administrative Assistant, is currently a city councilor. Previously Brad Baird presented it to the Port Board and showed them a specific area the city would like to use for the pump station. Negotiation would be for fair compensation for use of the space. Leah, Anna, and Jed met with the City of Arlington representatives, Jeff, Denise, and Ruben. There would need to be a legal access agreement put in place for the pump station being put on Port property. There could be conflict with the MCP lease and there needs to be clarification on the boundary they are leasing. It was stated the city gave them 30 acres up on the mesa previously. Crowther views this as a new and separate transaction. Greiner stated The Port paid the City monthly for that property, so it was deeded, but eventually paid for over the years. Discussion followed regarding draft access agreement, for the city to be able to run a test drill, and clarifying this agreement does not interfere with the MCP lease. If test is successful, then the port and city can go into negotiations.

4.5. Marina Walkway Paving

Nearly complete, it's good to see it finally come to fruition.

4.6. Budget

4.6.1. Resolution 2024-163-Approving Fiscal Year 2024-2025 Budget

Motion: Greiner moved, Wilkins seconded to approve Resolution 2024-163 Fiscal Year 024-2025 Budget. Motion passed unanimously.

4.6.2. Affirm Salary Increases as established within the Budget

Motion: Grener moved, Wilkins seconded, to approved salary increases as established within the budget, 6% cost of living for Jed Crowther and James Metzker, 4% merit pay increase for James Metzker, and advancing Administrative Assistant Kayla Rayburn to Business and Operations Manager at \$28 hourly rate. Motion passed unanimously.

Port meeting recessed by Vice President Wilson at 6:33pm.
Port meeting was reconvened by Vice President Wilson at 6:41pm.

5. Presidents Report, Leah Shannon

None, absent from meeting.

6. Commissioner Reports

6.1. **Ron Wilson**-nothing

6.2. **Kip Krebs**- basketball tournament is coming up, so he is asking for \$500 this year and expanding another age group. Asking about the Condon Parade will the Port be attending.

6.3. **Gibb Wilkins**- flooded the old grade school when sprinklers were turned on, but it is dried out now. There may be a small leak over the old gym they are looking into. Advised the Sentry Corp. were selected for the \$780,000 EPA Brownfield grant and are working on the agreement/acceptance to be awarded the full \$780,000.

6.4. **Kathryn Greiner**- nothing

7. Executive Session ORS 129.660(2)(e): Not needed.

8. Next Meeting

Will be July 11, 2024, Port of Arlington Office at 5:00pm

9. Adjourn Meeting

Vice President Wilson adjourned The Regular Commissions meeting at 7:05pm.

President Leah Shannon

Vice President Ron Wilson

Regular Commission Meeting
July 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 Vice President Wilson.

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

Absent: none

Audience: Rod McGuire

2. Public Comment- Rod McGuire-to talk to the Port about the Woolery/Rod renting the hanger building on a month/month basis. First plans, place to hang up maps, and have meetings. They would like to keep renting it through the year, if they can work out a price/contract. Greiner stated she would like to add it to the agenda under item F in the Directors Report.

3. Consent Agenda

The minutes for the June 13, 2024, meeting would be moved to the August meeting for approval.

3.1. Approved June 2024 Accounts Payable and Financials

Motion: Greiner moved, and Wilkins seconded to approve the June 2024 Accounts Payable and Financials. Motion passed unanimously.

4. Annual Designations & Appointments

Wilson asked if there was any discussion, concerns, or changes that needed to be made. There were no changes, or discussion regarding designations and appointments.

4.1. Monthly meeting- Date, Time, and Place *(second Thursday at 5pm) (Primarily at Port of Arlington; Condon City Hall in March, June, and October)*

4.2. Newspaper of Record *(Times-Journal)*

4.3. Attorney of Record *(Jaques Sharp, Anna Cavaleri)*

4.4. Depository of Record *(Bank of Eastern Oregon and LGIP)*

4.5. Budget Officer for 2024-2025 Fiscal Year *(Kayla Rayburn)*

Motion: Krebs moved, and Greiner seconded to approve 4.1-4.5 designations & appointments as listed. Motion passed unanimously.

4.6. Port Commission- Election of Officers (President, Vice President, Secretary)

Current: President Leah Shannon, VP Ron Wilson, Secretary Kathryn Greiner

Wilson asked if there were any objections to the current officer assignments, and if not, thought they should continue as is. No objections voiced, and current officers were fine serving another year in their positions.

Motion: Krebs moved, and Wilkins seconded to keep President Leah Shannon, VP Ron Wilson, and Secretary Kathryn Greiner. Motion passed unanimously.

5. Director Report

5.1. Willow Creek Industrial- Town Hall and Outreach Report

Crowther stated the Port just recently had the first town hall meeting and started their outreach. Commissioner Wilson asked what Points is presenting or discussing with the major players they are talking to. Concern about how it is being presented to the Tribes, in regards to what the Port is trying to do. President Shannon stated it is more about trying to rebuild a relationship with the Tribes rather than trying to start a new project. So, it will be a better partnership if the Port tries to develop the property later. To work with the Tribes and the railroad rather than trying play catchup later and develop a working relationship. Crowther stated he sat in with Points Consulting when they had a meeting with the Core. He outlined how the previous attempts to develop the property failed. Discussion followed regarding the Willow Creek development.

5.2. Columbia River Pump Station-Port/City Intergovernmental Agreement

Anna has drafted an IGA and handed it over to the City of Arlington, and at this point we will await their reply from them. Anna stated we did verify that there is not a conflict with the MCP lease, so it was good on the aspect. President Shannon asked if the city had a timeline they were looking at, and Crowther confirmed he did not think so.

5.3. Gravel Quarry- Additional Sales of Stockpiled Materials

Levi Riggs asked to buy part of the Ports stockpile of gravel that is currently at the Willow Creek property at fair market value, which the commissioners are fine with selling as long as the County doesn't need it. Crowther will check with Dewey to make sure he wasn't counting on it.

5.4. Marina Walkway paving Project report

He documented the project, and sent photos, to comply with the Cores requirements and request. Crowther stated so far, he has received positive feedback from several citizens

5.5. Insitu Building-Temporary Use by Sheriff Dept for Tactical Training Exercise

Crowther stated he was approached by Deputy Shockley about the use of the Insitu Building for Tactical training exercises, so Anna drafted a license for day use. President Shannon asked about liability insurance and who would be liable; the Port or the Police Department. Anna stated it was written in that it was on the Police Department, but she would double check due to there may be firearms involved. She would be strengthening up the verbiage for insurance. Shockley also reached out to Commissioner Wilkins about use of the old grade school but hasn't gotten back to him yet. Crowther stated that would be a no, due to the EPA and safety issues.

Motion: Wilkins moved, and Krebs seconded to approve the temporary use by the Sheriff Dept. for tactical training exercise license subject to insurance liability confirmation. Motion passed unanimously.

5.6. Rod McGuire, Hanger Building

Commissioner Wilson is fine with the lease as is and renegotiate in December. Questions regarding his insurance, and make sure that is up to date. Crowther stated, there was a phone call today, with the inquiry and interest to make a salvage yard for one of our buildings. The Commissioners were apprehensive about a salvage yard after the last lease with cars. They wanted to double check on the taxes and termination policy, but are comfortable continuing a lease with the Woolery.

6. Presidents Report, Leah Shannon

Attended the Points Consulting town hall meeting. She was disappointed in the lack of public attendance and is unsure how to get the public more involved in the future. She wanted to know if we have gotten anything back from Lee Dockins regarding the house and shop. We got a report of how many people have looked at the property, but he will double check how much he has shown it. Greiner wanted to know if it doesn't sell would we be interested in renting it. The next step would be to lower the price slightly, and then reevaluate the options at that point.

7. Commissioner Reports

- 7.1. **Ron Wilson**- nothing
- 7.2. **Kip Krebs**- lots of phone calls regarding the tournament but no official entries submitted. He requested some port hats to give the winners.
- 7.3. **Kathryn Greiner**- Condon Can, we know how hard it is to get people to engage. This is the last one August 6th 5pm-8pm, she is really hoping Jed and Leah can attend.
- 7.4. **Gibb Wilkins**-he stated it's been 2 years to get a well permitted and is still working through the process for an approval for the cemetery well. Kip stated it took a year and a half to even get on the list for himself to get a well. Both reiterate that if Willow Creek wants a well to start the process now.

8. Next Meeting-

August 8, 2024, Gronquist building, lower conference room at 5:00pm.

9. Adjourn Meeting

Vice President Wilson adjourned The Regular Commissions meeting at 6:01pm.

President Leah Shannon

Vice President Ron Wilson

PORT OF ARLINGTON

Balance Sheet

As of August 7, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Beginning Cash Drawer Funds	100.00
1001 Bank of E/O - Checking	44,293.77
1003 LGIP Investment A/C	759,775.70
1004 Reserve Fund	82,888.54
1005 Municipal Money Market Account	95,686.29
Port of Arlington (9413) - 1	749,274.94
Total Bank Accounts	\$1,732,019.24
Accounts Receivable	
1200 Accounts Receivable	-177,382.93
Total Accounts Receivable	\$ -177,382.93
Other Current Assets	
1201 AR Audit	16,474.51
1210 Property Tax Receivable	-1,907.23
1220 Grants Receivable	0.00
1230 Other Receivables	0.00
1235 POA Env Sentry Corp Receivable	0.00
1300 Prepaid Expense	5,718.75
1499 Undeposited Funds	0.00
Total Other Current Assets	\$20,286.03
Total Current Assets	\$1,574,922.34
Other Assets	
1006 Cash With County	721.40
Total Other Assets	\$721.40
TOTAL ASSETS	\$1,575,643.74
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	4,927.49
2001 Transient Lodging Tax Payable	744.28
Total 2000 Accounts Payable	5,671.77

PORT OF ARLINGTON

Balance Sheet

As of August 7, 2024

	TOTAL
Total Accounts Payable	\$5,671.77
Other Current Liabilities	
2002 AP Audit	-2,724.48
2010 Other Payables	0.00
2100 Payroll Liabilities	79,009.59
408k SEP Co. Match	26,574.41
Dental Insurance	5,628.14
Federal Taxes (941/943/944)	4,474.25
Health Insurance	88,573.52
OR Employment Taxes	-352.00
OR Income Tax	1,180.77
OR Paid Family and Medical Leave	1.51
OR Statewide Transit Taxes	-12.72
Total 2100 Payroll Liabilities	205,077.47
2110 Deferred Rev. - Property Taxes	3,642.20
2111 Direct Deposit Liabilities	-14,693.98
2120 Deferred Revenue	0.00
Direct Deposit Payable	0.00
Oregon Department of Revenue Payable	0.00
Out Of Scope Agency Payable	0.00
Total Other Current Liabilities	\$191,301.21
Total Current Liabilities	\$196,972.98
Long-Term Liabilities	
2200 OEDD - Marina	0.00
2300 OEDD - RV Park	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$196,972.98
Equity	
3000 Opening Bal Equity	749,274.94
3110 Retained Earnings	642,911.26
Net Income	-13,515.44
Total Equity	\$1,378,670.76
TOTAL LIABILITIES AND EQUITY	\$1,575,643.74

PORT OF ARLINGTON

Transaction List with Splits

July 2024

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/09/2024	Bill Payment (Check)	10369	Yes	DOGAMI		1001 Bank of E/O - Checking	-2,202.75
						2000 Accounts Payable	-2,202.75
07/09/2024	Bill Payment (Check)	10370	Yes	Jaques Sharp Attorneys at Law		1001 Bank of E/O - Checking	-6,612.50
						2000 Accounts Payable	-6,612.50
07/09/2024	Bill Payment (Check)	10371	Yes	RDO Equipment Co.		1001 Bank of E/O - Checking	-428.27
						2000 Accounts Payable	-428.27
07/09/2024	Bill Payment (Check)	10372	Yes	SME Soutions		1001 Bank of E/O - Checking	-1,144.00
						2000 Accounts Payable	-1,144.00
07/09/2024	Bill Payment (Check)	10373	Yes	Hattenhauer Energy Co., LLC		1001 Bank of E/O - Checking	-3,512.00
						2000 Accounts Payable	-3,512.00
07/09/2024	Bill Payment (Check)	10374	Yes	Arlington Hardware Guns and Ammo LLC		1001 Bank of E/O - Checking	-329.71
						2000 Accounts Payable	-329.71
07/09/2024	Bill Payment (Check)	10375	Yes	Bank of Eastern Oregon - VISA		1001 Bank of E/O - Checking	-1,335.48
						2000 Accounts Payable	-1,335.48
07/09/2024	Bill Payment (Check)	10376	Yes	Points Consulting		1001 Bank of E/O - Checking	-9,530.00
						2000 Accounts Payable	-9,530.00
07/17/2024	Bill Payment (Check)	10377	Yes	Arlington T.V. Coop		1001 Bank of E/O - Checking	-306.50
						2000 Accounts Payable	-306.50
07/17/2024	Bill Payment (Check)	10378	Yes	China Creek Construction		1001 Bank of E/O - Checking	-
						2000 Accounts Payable	-
							37,810.80
07/17/2024	Bill Payment (Check)	10380	Yes	City of Arlington-Utilities		1001 Bank of E/O - Checking	-1,134.51
						2000 Accounts Payable	-1,134.51
07/17/2024	Bill Payment (Check)	10381	Yes	Hughes Network System, LLC		1001 Bank of E/O - Checking	-94.98
						2000 Accounts Payable	-94.98
07/17/2024	Bill Payment (Check)	10382	Yes	Maul Foster Alongi		1001 Bank of E/O - Checking	-
						2000 Accounts Payable	-
							20,433.75
07/17/2024	Bill Payment (Check)	10383	Yes	SME Soutions		1001 Bank of E/O - Checking	-4,363.35
						2000 Accounts Payable	-4,363.35
07/17/2024	Bill Payment (Check)	10384	Yes	The McGregor Company		1001 Bank of E/O - Checking	-55.45
						2000 Accounts Payable	-55.45
07/17/2024	Bill Payment (Check)	10385	Yes	Vanport		1001 Bank of E/O - Checking	-1,350.00
						2000 Accounts Payable	-1,350.00
07/17/2024	Bill Payment (Check)	10386	Yes	City of Arlington		1001 Bank of E/O - Checking	-836.00
						2000 Accounts Payable	-836.00
07/26/2024	Check	10387	Yes	Kip Krebs		1001 Bank of E/O - Checking	-550.00
					3 on 3 tournament registration fees paid out to tournament for prize money	6123 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Miscellaneous - AD	50.00
					3 on 3 A town throw down donation for basketball tournament approved by board	6121 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Donations	500.00
07/29/2024	Check		Yes	Kip Krebs		1001 Bank of E/O - Checking	-100.00

PORT OF ARLINGTON

Transaction List with Splits

July 2024

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					3 on 3 tournament registration fees paid out to tournament for prize money	6123 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Miscellaneous - AD	100.00
2000 Accounts Payable							
07/09/2024	Bill		Yes	SME Soutions		2000 Accounts Payable	1,144.00
					hose casting connection point loose and weeping	6733 GENERAL FUND EXPENSES:MARINA:Captial Outlay:Marina Equipment	1,144.00
07/09/2024	Bill		Yes	DOGAMI	DOGAMI Permit Renewal2024-2025	2000 Accounts Payable	2,202.75
						6523 GENERAL FUND EXPENSES:WILLOW CREEK QUARRY:Materials & Services - WQ:Miscellaneous - WQ	2,202.75
07/09/2024	Bill		Yes	Hattenhauer Energy Co., LLC	Fuel	2000 Accounts Payable	3,512.00
					800 gal 92 Octane @4.39/gal	6727-1 GENERAL FUND EXPENSES:MARINA:Materials & Services:Marina Fuel:Marina Gas	3,512.00
07/09/2024	Bill		Yes	Jaques Sharp Attorneys at Law	general matters	2000 Accounts Payable	6,612.50
					Alkali Ridge (Proctor Property)	6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	3,275.00
					City CR Pump station	8423 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Legal Fees	1,612.50
						6113 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Legal Fees	1,725.00
07/09/2024	Bill		Yes	RDO Equipment Co.	John Deer Mower Maint./services	2000 Accounts Payable	428.27
						8424 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Office Supplies & Equipment	428.27
07/09/2024	Bill		Yes	Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	306.50
					Phone Services 3 lines & phones	8527 Gronquist Fund Expences:Materials and Services:Telephone and Internet	64.00
						6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.	112.50
					Business Internet	6324 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:WIFI - RV	130.00
07/09/2024	Bill		Yes	Bank of Eastern Oregon - VISA		2000 Accounts Payable	1,335.48
						6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	9.53
						6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	737.19
						6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	588.76
07/09/2024	Bill		Yes	Points Consulting	Willow Creek Study(Task 1, task 3, task 4)	2000 Accounts Payable	9,530.00
						8424-3 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Consultant	9,530.00
07/09/2024	Bill		Yes	Arlington Hardware Guns and Ammo LLC		2000 Accounts Payable	329.71
						6112 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Office Supplies and Equipment	329.71
07/17/2024	Bill		Yes	Arlington T.V. Coop	Gronquist Bldg	2000 Accounts Payable	306.50
					Phone Services 3 lines & phones	8527 Gronquist Fund Expences:Materials and Services:Telephone and Internet	64.00
						6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.	112.50
					Business Internet	6324 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:WIFI - RV	130.00
07/17/2024	Bill		Yes	Vanport	invoice# 13368062322	2000 Accounts Payable	1,350.00
					fire suppression system inspection	8529 Gronquist Fund Expences:Materials and Services:Fire Suppression System Inspec	1,012.50
					Marina Backflow testing	6724 GENERAL FUND EXPENSES:MARINA:Materials & Services:Marina Maint. & Supplies	337.50
07/17/2024	Bill		Yes	The McGregor Company	spray for Alkali grounds-weed control	2000 Accounts Payable	55.45
						8431 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Land Improvements/Development	55.45
07/17/2024	Bill		Yes	City of Arlington	planning /land use	2000 Accounts Payable	836.00
						8432 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Engineering & Surveying	836.00
07/17/2024	Bill		Yes	Hughes Network System, LLC		2000 Accounts Payable	94.98

PORT OF ARLINGTON

Transaction List with Splits

July 2024

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Current pmt- subscriptions	6117 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Telephone and Internet Srv.	94.98
07/17/2024	Bill		Yes	SME Soutions		2000 Accounts Payable	4,363.35
					FP@ dsl down. screen secman fail. replaces the UPM/installed	6733 GENERAL FUND EXPENSES:MARINA:Capital Outlay:Marina Equipment	4,363.35
07/17/2024	Bill		Yes	City of Arlington-Utilities		2000 Accounts Payable	1,134.51
					RV-water	6321 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Water Fees - RV	0.00
					RV-Sewer	6329 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sewer	0.00
					Rv-Sanitation	6322 GENERAL FUND EXPENSES:RV PARK EXPENSES:Materials & Services - RV:Sanitation - RV	0.00
					Gronquist utilities	8521 Gronquist Fund Expences:Materials and Services:Utilities	526.01
					Admin utilities	6111 GENERAL FUND EXPENSES:ADMINISTRATION EXPENSES:Materials and Services - AD:Utilities	0.00
					Island Park utilities	6622 GENERAL FUND EXPENSES:ISLAND PARK:Materials & Services:Sanitation	129.00
					Insitue/Hanger Building	8425 ECON.DEVELOP.FUND EXPENSES:MATERIALS AND SERVICES:Utilities	25.75
					proctor house/shop	8431 ECON.DEVELOP.FUND EXPENSES:CAPITAL OUTLAY:Land Improvements/Development	453.75
07/17/2024	Bill		Yes	China Creek Construction		2000 Accounts Payable	37,810.80
					Sidewalk replacesment	6631 GENERAL FUND EXPENSES:ISLAND PARK:Capital Outlay:Park Improvements	37,810.80
07/17/2024	Bill		Yes	Maul Foster Alongi		2000 Accounts Payable	20,433.75
					Invoice #59550 Condon grade school	8600 Environ. Sentry Corp. Projects	577.50
					Invoice #58871 Condon Grade School	8600 Environ. Sentry Corp. Projects	13,416.25
					Invoice #58870 Condon Grade School	8600 Environ. Sentry Corp. Projects	2,760.00
					Invoice #59551 Condon Grade School	8600 Environ. Sentry Corp. Projects	3,680.00
07/29/2024	Bill		Yes	Fidelity Brokerage Services LLC		2000 Accounts Payable	1,807.08
					Crowther-June	Payroll Expenses:Company Contributions:Retirement	905.23
					Metzker-June	Payroll Expenses:Company Contributions:Retirement	449.88
					Rayburn-June	Payroll Expenses:Company Contributions:Retirement	451.97
Not Specified							
07/17/2024	Bill Payment (Check)	10379	Yes	City of Arlington	Voided		0.00
						2000 Accounts Payable	0.00



DIRECTOR REPORT

August 5, 2023

4. Public Workshop – Willow Creek Industrial Plan – by Points Consulting

The Willow Creek Industrial Plan is advancing well through multiple layers of research and review. Points Consulting will conduct a public workshop to receive input of potential development options. We recognize that ideas and concepts may range in intensity and the level of investment needed. As alternatives are selected, cost factors will be applied to best determine plans and next steps.

5A. Columbia River Pump Station – Port / City Intergovernmental Agreement (IGA)

The City desires to use a portion of the Port-owned parcel on the northeast edge of the peninsula, to install a pump station. First, the IGA would allow test holes to evaluate feasibility. If successful, a follow-up agreement for long-term use would be developed, with reviews for fair compensation. The City will likely take action on the initial IGA at their City Council meeting on August 7.

Recommended Motion: Move to approve Port / City Intergovernmental Agreement (IGA).

5B. Connect Oregon Grant Application – Linus Pauling Field – Aviation Fuel

The Port previously submitted a grant application and gave a presentation to highlight the value. We will monitor further upcoming action by reviewers, and also seek to strengthen our request. Recent range fires, especially near Lone Rock, accentuate the need for aviation fuel storage, made available for immediate air response.

5C. Condon Grade School – Oregon Brownfields Conference – EPA Work Plan

The Grade School project involves the Port of Arlington, but at this stage mostly by Sentry Corp, for environmental remediation work. We plan to attend the Oregon Brownfields Conference in Corvallis on Aug 20-21, and we will continue preparation for the EPA Work Plan.



Port of

ARLINGTON

Invites you to join a Work Session to discuss the
Willow Creek Industrial Site Feasibility Plan

August 8th, 5 PM

The Port of Arlington and Points Consulting are conducting a Feasibility Study to assess development options for the Port's Willow Creek Industrial Site. Join our Public Meeting at the Gronquist Building to review the project and provide input.

Gronquist Building, Lower Conference Room
1650 Railroad Ave, Arlington

B. City's Representations.

(i) City acknowledges that Port's Arlington Marina Peninsula is open to the public and accessible to Port personnel, Port tenants, including RV Park tenants, and visitors. City also acknowledges that the Prospective Project Site is adjacent to Port property currently leased to Mid-Columbia Producers, Inc. City covenants not to unreasonably interfere with Port tenants' access to or use of Port's leased premises.

(ii) City, its agents and representatives, shall not do anything which damages Port property within the Proposed Project Site. With the exception of those evaluation tasks for which City received Port's written preauthorization (e.g., the drilling of a test well), City shall keep and restore the Proposed Project Site in at least as good condition as it was in at the outset of City's use thereof. Unless Port and City amend this Agreement or enter into new intergovernmental agreement related to the Project, at the termination of this Agreement City shall promptly remove any installations and any personal property from the Proposed Project Site and return the vacated Proposed Project Site to Port in good, clean condition.

(iii) City will provide Port with advanced notice of planned evaluation tasks and keep Port apprised of City's progress towards and final determination of the Project's feasibility. Notices will be either verbal or written communications from the City, or its authorized agent(s) and representative(s), to the Port's Executive Director, Jed Crowther (telephone: 541-705-2004; email address: Jed.Crowther@portofarlington.com). All written notices permitted or required by this Agreement will be via electronic mail ("email") and will be deemed to have been delivered upon the receipt by the sending party of written confirmation from the receiving party; provided, however, that an automated email confirmation of delivery or read receipt shall not constitute such confirmation.

C. Indemnification & Insurance. Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, City, its agents, including consultants, contractors and any of their representatives, shall hold Port, its employees, agents and Commissioners harmless from and indemnify them against any claims or liability for damage to persons or property in any way related to City's occupancy or use of Port property. During the term of this Agreement, City and its agents and representatives, shall carry and keep in effect a Commercial General Liability insurance policy covering bodily injury and property damage in a form reasonably acceptable to Port issued on an occurrence basis in an amount not less than \$1,000,000 combined single limit per occurrence ("Commercial Insurance").

Before accessing or using the Proposed Project Site, City shall provide Port with proof of Commercial Insurance along with a certificate of coverage naming Port, its employees, agents and Commissioners as an additional insured, and requiring that insurance coverage shall not be cancelled without thirty (30) days prior written notice from the Commercial Insurance Company to the Port.

2. Port Responsibilities:

A. Access to Proposed Project Site. Port will provide City and its agents and representatives, with access to the Proposed Project Site to conduct feasibility studies.

B. Communications with Port Tenants. Port will relay any pertinent information relating to the date(s), time(s) and impact(s) of City's evaluation tasks to Port tenants, including RV Park tenants and Mid-Columbia Producers, Inc. City, its agents and representatives, will not communicate directly with Port's tenants.

C. Communications with City. Port will provide City with advanced notice if and when any Port operations on the Arlington Marina Peninsula or near the Proposed Project Site may interfere with City's planned evaluation tasks. Notices will be either verbal or written communications from the Port, or its authorized agent(s) and representative(s), to the City's Recorder, Victoria McKinney (telephone: 541-454-2743; email address: cityofa@gorge.net). All written notices permitted or required by this Agreement will be via email and will be deemed to have been delivered upon the receipt by the sending party of written confirmation from the receiving party; provided, however, that an automated email confirmation of delivery or read receipt shall not constitute such confirmation.

3. Future Agreements, Amendment. The parties acknowledge the precise scope and timing of the City and the Port responsibilities anticipated by this agreement have not yet been determined. For example, details about date(s) and hours of specific Project feasibility tasks, such as the drilling of a test well, will be discussed and agreed upon by the Port and City. As the parties discuss these and other details, and agree upon terms not included in this Agreement, an amendment of this Agreement may be necessary to complete the City's evaluation of the Project's feasibility. Toward this end, the parties will cooperate in good faith to identify issues and agree on terms to be included in an amendment.

If the City determines that the Project is feasible and that the City will pursue the Project, the parties anticipate that the Port will grant the City an easement within the Proposed Project Site wherein the City can construct and operate the Project. The parties agree that upon the City's decision to pursue the Project, the parties will cooperate in good faith to enter into a new intergovernmental agreement specifying the location of the Project and just compensation for the City's perpetual use of and access thereto.

4. Statutory Intergovernmental Agreement and Authority. This Agreement is entered into by and between the parties as a statutory intergovernmental agreement pursuant to ORS 190.003 to 190.130. The individuals whose signatures appear below certify that each is fully authorized by their respective governing body to execute this Agreement on the party's behalf and to fully bind the party to its terms.

5. Effective Date, Term and Modification: This Agreement shall be effective as of the last date signed below and shall remain in effect unless and until (i) the Agreement is terminated by mutual agreement or until one of the parties terminates the agreement after providing not less than thirty (30) days prior notice of termination to the other party; or (ii) the parties enter into a new intergovernmental agreement specifically pertaining to the construction and operation of the Project. This Agreement may be amended at any time only upon the mutual written agreement of the parties.

6. No Third Party Beneficiaries. This Agreement is strictly and solely between the parties signed below, and it shall not create any obligation on the part of either party to perform or pay anything to or on behalf of anyone not a party to this Agreement. This Agreement does not create any rights in favor of or for any person or entity that is not a party to this Agreement.

7. Dispute Resolution and Attorney Fees: Any dispute arising under this Agreement shall be resolved, first, through direct communication between the Port Executive Director and the City Mayor including any appropriate staff, then by mediation and then by binding arbitration in Gilliam County, Oregon under Oregon law. Each party shall be responsible for its own costs associated with dispute resolution and for one half of the cost of a mediator and/or arbitrator.

8. Entire Agreement. This Agreement, including and the recitals, constitute the entire agreement between the parties with regard to the matters addressed herein. No terms or representations not set forth in this Agreement shall be considered a part of or enforceable under this Agreement.

IT IS SO AGREED:

For the City of Arlington:

Jeffery Bufton, Mayor

Date: _____

Approved as to form:

City Attorney

For the Port of Arlington:

Jed Crowther, Executive Director

Date: _____

Approved as to form:

Attorney for the Port