

Regular Commission Meeting
February 9, 2023 MINUTES
5:00PM
Port Office, 100 Island Park Rd., Arlington, OR

1. **The Port of Arlington Commission meeting was called to order at 5:00pm by president Shannon.**
2. **Present:** President Leah Shannon, Commissioners: Kathryn Greiner (via Zoom), and Kip Krebs; Port Director Jed Crowther and Administrative Assistant Kayla Rayburn
3. **Absent:** Vice President Ron Wilson, Gibb Wilkins
4. **Audience: Les Ruark (Zoom), Elizabeth Farrar Campbell (zoom)**
5. **Public Comment-** Les Ruark asked for verifications of which commissions are in attendance. President Shannon stated Commissioner Krebs, Shannon, and Greiner are in attendance.
6. **Additions to the Agenda**
7. **Consent Agenda**

- 7.1. **Approve Regular Meeting Minutes for January 12, 2023**
- 7.2. **Approve Special Meeting Minutes for January 27, 2023**
- 7.3. **Approve January 2023 Accounts Payable and Financial**

Motion: Krebs moved, and Greiner seconded to approve the regular meeting minutes for January 12, 2023, special meeting minutes for January 27, 2023, and the January 2023 accounts payable and financials. Motion carried unopposed.

8. Director Report

8.1. Budget Calendar and Budget Officer

Crowther presented the 2023 budget calendar and proposed Kayla Rayburn should be the Budget Officer.

Motion: Greiner moved, and Krebs seconded to approve the 2023 budget calendar as presented, appoint Kayla Rayburn as the Budget Officer, and appoint Budget Committee Members as presently constituted. Motion carried unopposed.

8.2. Yearly Ethics Forms

Advised they will be getting notifications for the yearly ethics review, and it must be filled out and submitted, or there are penalties/fines that will go against the individual not the Port.

8.3. Strategic Business Plan Award

There was a brief recap the strategic business plan thus far, and what Ciro has accomplished to far.

Motion: Greiner moved, and Krebs seconded to accept the \$13,500 Business Oregon Award & Agreement upon acceptable review. Motion carried unopposed.

8.4. Avangrid Contribution Agreement

Avangrid is offering to donate \$461,250 to the Sentry Corp. towards development of workforce housing.

Motion: Greiner moved and Krebs seconded the approval of Memorandum of Agreement for Community Donation Fund from Avangrid to Port of Arlington, pending Gilliam County Payment In Lieu of Taxes (PILOT) Agreement. Motion carried unopposed.

8.5. Condon Grade School Update

This stays directly in the mission of what a port can be involved in. Kathryn stated the city budgeted for \$200-\$250,000 to assist in the Condon Grade school restoration. Herself and Crowther went to a funding meeting today, and she will take the founders on a tour tomorrow of the Condon grade school. They also have a grant from the county that will go into the heating system of the play shed. She is going to look into grants through Columbia basin for energy grants for heating. Between the County grant and the Avangrid donation there is approx. \$900,000 to start with.

8.6. Real Estate Appraisal

Colliers Valuation & Advisory Services were able to survey The Ports 40 acres up at the Mesa with a site travel discount because they were already in the area on another job. They split the travel cost between the Port and the other customer. Crowther showed the Hanger building, Insitu, and Lower Gronquist large office to a potential renter. They are mostly interested in the Large conference room in the Gronquist building, but it would need some major reconstruction done to accommodate their needs. They are also interested in having a 3 bay garage built for their vehicles. He would like input from the commissioners. He has asked for an estimate for reconfiguration of the Gronquist room as well as a rough estimate to build completely new. They are a governmental entity that also has resources they can tap into for construction cost. It could potentially be the same kind of project the Port had for the WATCO building. They build the building, and the port would own the property they rent. Shannon is leaning towards a new building like it was done with WATCO, and it's another Asset. Discussion followed regarding pros and cons of a new building, and what it could potentially look like. There was a consensus to investigate doing a new asset.

Motion: Krebs moved, and Greiner seconded to approve Professional Services Agreement with Colliers in the amount of \$2800 for the appraisal of Port vacant industrial land at the Arlington Mesa.

8.7. Maintenance

Crowther wanted to state his appreciation for all the hard work James Metzker is doing. During winter he has created an emergency handbook for all shutoffs, both electrical and water. Both Metzker and Crowther completed the walk through of the Hanger building, and now the port is having a couple electricians come to give quotes for electrical work that needs to be done before it is leased back out. Crowther wants to add a yearly walk-through inspection of all the Ports properties to get ahead of potential problems.

8.8. Other

Crowther is checking into the sign on the elevator "Arlington", he has heard the original agreement was with Cargill to be responsible for its upkeep in exchange for a discount on utilities. Since then, MCP has taken over the lease of the elevator and believes the same agreement is with them, but would need to investigate it further. It was agreed looking into it would be a good idea, and it was also suggested to ask K Lynn about grants or possible funding that could help with restoration. There may also be some historical aspect, and ask the city if they would like to partner with us as well.

8.9. Downtown Improvements

8.10. Audit

The Port asked for extension for the audit and was granted one. Currently working with auditors to track down remaining documents.

8.11. Building scheduler

Pat Shannon has been the scheduler for the Columbia Room rentals and with the transition of ownership it has been decided to bring it back to the Port for Scheduling. Shannon also stated that cleaning/supply products are paid for through the restaurant. President Shannon stated the Port

can donate the room for community events. Greiner doesn't want to micromanage the staff about the pricing, but let the staff use discretion for case by case. Greiner stated maybe we need to reevaluate all the Port fee resolutions for all of the ports assets and adopt it. Discussion ensued.

8.12. Joint Meeting with the county

The county is proposing dates and would like to get it scheduled. As a group it was decided March 1st is what would best for all parties involved. It will be held in Condon at 1:00pm site to be determined.

9. Presidents Report

Attended the Brookfield presentation and are looking to be community minded, and what they can do for us. She felt it was a very positive vibe. She has been excepted as a board member at PCDC and will be starting February 16th.

10. Commissioner Reports

Krebs asked about the lease agreement with the city and Rayburn stated there was some confusion with another Lease submitted by Krebs Livestock. Advised reach out to mayor Buffon for clarity. Greiner stated she caught up with Cori and will be here for the 13th meeting. City of Arlington and county use Point and Pay that the Port may be interested in for rentals and RV payments. She is wondering in July when the new fiscal year starts, if the Port meeting can be moved to another day of the month due to other meetings that are conflicting.

11. Next Meeting

11.1. **Thursday, March 9 2023 at 5pm in Condon. Monday February 13, strategic plan meeting.**

12. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 6:21pm.

President Leah Shannon

Vice President Ron Wilson