

**Regular Commission Meeting
February 12, 2026, MINUTES
5:00PM Lower Conference Room,
Gronquist Building
1650 Railroad Ave., Arlington, OR**

1. The Port of Arlington Commission meeting was called to order at 5:00pm by President Shannon.

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

Absent: none

Audience: Angie Sullivan (via zoom), Scott Smith (via zoom), Tiffani Deal (via zoom), Denise Ball (via zoom)

2. Additions or corrections to the agenda

Crowther stated we needed to add audit Contract as 5.4

3. Public Comment- None

4. Consent Agenda

4.1. Approve Regular Meeting Minutes for January 15, 2026.

4.2. January 2026 Accounts Payable and Financials

Commissioner Greiner said the profit and loss looked much better.

Motion: Wilson moved, and Wilkins seconded to approve the Consent Agenda. Motion passed unanimously.

5. Director Report

5.1. Audit Update

Crowther advised the next audit has been completed timely by Accuity in accordance with the corrective action plan filed with the Secretary of State Office for the year ended June 30, 2023. Amy John (Secretary of State) acknowledged reports received and appreciated the Port's efforts. He stated the board has been provided with their copies of the Board Report and the Submitted Financial Report, all that was left now would be to approve the corrective action plan and submit that to the state as well.

5.1.1. Completed Board Report

5.1.2. Completed Financial Report

5.1.3. Plan of Action Letter to Secretary of State

Crowther went over the plan of action for the items the auditors highlighted, what steps had already been taken, and some having no course of action due to the size of the Port's staff, the Board just needed to be aware of it.

Motion: Greiner moved, Wilson seconded to approve audit plan of action and send it to Secretary of State Office. Motion passed unanimously.

5.2. Audit Contract

This contract would be for the fiscal years of 2024, 2025, and 2026 with Accuity LLC. Crowther believes The Port is off to a good start with Accuity, they mobilized, organized, and executed the first audit with efficiency, and are ready to proceed with the next ones. Greiner asked if Anna had any concerns or changes with the contract, and she did not. Everyone was comfortable and happy with Accuity's work so far, and ready for them to start on the next audit.

Motion: Greiner moved, and Wilson seconded to approve and sign the Contract with Accuity, LLC for the audits ending in FY 2024, 2025, and 2026. Motion passed unanimously.

5.3. Alkali Ridge Subdivision

5.3.1. Capital Grant Final Report & Housing Solutions Outline

Crowther stated he turned in the final report to the County for the Capital Grant for Alkali Ridge.

5.3.2. Marketing plan

Tiffani Deal stated she did get the for sales signs placed on the property, and the properties listed. She does have another marketing sign that will be put up shortly once it is finished. She has had calls already from buyers and brokers, but none of them being from anyone local so far. We did have lot 12 under contract, but then it fell through, but there was a call from a broker today regarding lot 12. She has all the lots up on multiple social media platforms as well. Tiffani advised she has a new loan option available for potential buyers she has been working with and it may offer more options for potential buyers. She will keep pushing social media, paid advertising, and will start some community outreach as well. President Shannon asked about if they were single family or developers calling, she was informed no developers yet. She also asked if PCDC is being marketed for housing loan options, and Tiffani wasn't aware of that option and asked for information, so President Shannon said she would get her all the information.

Scott Smith has had developers reach out to him with interest for apartments or town homes as options for the site. Crowther stated it is still zoned as R1 and would need to be R2 for that, which the application was in to the City of Arlington for rezoning to allow more options. Scott also stated he and Angie are working with ACH engineering. They are working on cluster designing and will hopefully have a drawing to present at the next meeting.

5.3.3. Grading plan

Crowther said The Port did have a permit with the City of Arlington for the project. The original plan was to transport some of the rocky areas over to fill in other lots and move dirt from one lot to another. The Port was able to secure Road Master Dewey Kennedy, with Gilliam County Road Department, he was in between projects. Dewey moved so quickly and brought in a 30-yard dump truck to move the material across the road. There was concern about moving it across the road, and since then there had been more instructions from the City of Arlington to not use a 30-yard truck, only 10-yard trucks. Dewey did make saw cuts to prevent cracking on the road, nothing was removed from the road, but it will need to be repaired. Dewey said he would invoice like he did similarly at the Alpine building. Commissioner Greiner asked about the public contract laws and working with another government entity. She thinks there is something about it with another public entity. Anna would double check to make sure there aren't any conflicts.

Crowther's asked about which direction he should go. Crowther was very specific to Dewey that the limit could not trigger public works. He said he had 10 days to work on this project, and a rough estimate was 3k/day. Dewey already cleaned up the hillside, and flattened out, it already looks tremendously better, and the view is incredible, and enhancing it.

Motion: Wilson moved and Wilkins seconded to approve the grading work with Gilliam County Road Department and to not exceed \$50,000 contingent on legal review. Motion passed unanimously.

6. Vegetation management the goat grazing program

Crowther stated this was very successful last year. President Shannon asked if this was for the portion just south of the Steves property. Advised yes, the rest we can maintain ourselves.

7. Alpine/Aerovel separate propane systems.

The work was completed to separate the HVAC system at the Alpine/Aerobus building, and Alpine contracted with Carson to rent the tank. It did require a few extra visits, but it was within budget.

8. SDAO conference

Crowther stated he attended the SDAO conference this year, and the keynote speaker was Corey Saban, a retired news reporter. While there he attended several sessions and sat in on board members' best practices. He feels like they work together well as a board. He doesn't have anything new to bring to them because they are already doing majority of the practices recommended during the session. He also attended a future ready planning session, a conflict resolution session, legislative session (highlighting bills that are there now), and an onboarding class. At the onboarding class, they focused on how to bring in new employees, orientation, build a team and be cohesive. It was a huge conference, even though he knew there were several Gilliam County representatives from various organizations in attendance he only bumped into them on the last night. President Shannon asked if there was anything that we may need to be paying attention to in the legislative session that could pertain to us. Crowther said they did mention there would be funding for transportation with Business Oregon. There was one regarding food and water with ethics, but most likely it won't pass. He also advised that he filed the updated emails for the ethics commission to fill out their annual ethics survey and reminded The Port Board to complete it before the deadline or there would be fines.

9. Presidents Report, Leah Shannon

She attended a meeting with Jed, Landwise, and Dewey, walking the property at Alkali Ridge. She is looking into the HUD process and how it might help us with developers making affordable housing, as well as Umatilla Housing Authority and seeing if there is any value to us there. As we start completing the Alkali project, we need to review the Strategic Business Plan and start adjusting it for where we want to move forward next. She would like to put that on the agenda for the next meeting. The Port needs to really look at PDCD and get that info to Tiffani.

10. Commissioner Reports

10.1. Kip Krebs- Asked if The Port ever got reimbursed for the fence repair. Crowther contacted them with no response working with Anna, the invoice was received and paid. Commissioner Krebs asked about the fuel, he was advised it had been fixed, and there were 6 people who showed up to get it back up and running. He Asked about the abandoned RV in the dry camp and was informed the staff was still working on it with Anna. Commissioner Krebs inquired about the ODOT inspection on Willowcreek bridge, Crowther stated Brad thought it would be set up for some time in July.

10.2. Ron Wilson- was just going to ask about the abandoned RV and had nothing else.

10.3. Gibb Wilkins- He advised in 2027-2030 only paving lower John Day area. He attended the Gilliam County housing solution meeting and learned about the Moderate-Income Revolving Loan Program. It was geared towards under \$97,000 a year household income, with 4-person household or more. Commissioner Wilkins is bringing it up because a City or a County must sponsor it. They would have to pass an ordinance to pass the tax rate for 0% interest loan for 10 years, and you don't pay the increasing taxes on the improvement. He has already reached

out to commissioner Watkins, but it would be good to show up to support it. The program started in 2025, and they said Gilliam County is the perfect place for this program because it can be for homeowners or rentals.

10.4. Kathryn Greiner- she said she just was appointed to the Pioneer CDC and was wondering if the program Commissioner Wilkins just mentioned could be given to PCDC. She also wondered about the reservation system and if it will work with our POS. Rayburn advised it had taken a pause trying to get the audit completed but would look back into it. She also asked where we were with the City of Arlington's pump station. Crowther said they are working on a redline, and Anna said she would get a redline to Jed next week for his review, and they could send it out.

10.5. Other business

Crowther said he got a notice from the county for the Willowcreek property and potential development in the property next to it. We are adjoining owners, so it advised us of the upcoming planning commission hearing.

11. Executive Session ORS 192.660(2)(e): To conduct deliberations with persons designated by governing body to negotiate real property transactions.

11.1. President Shannon Opened Executive Session ORS 129.660(2)(e) at 6:00pm.

11.2. President Shannon Adjourned Executive Session at 6:14pm.

11.3. Decisions or deliberations on real estate transactions.

President Shannon stated there was an offer considered no decisions were made, do we have a motion to accept or decline for lot #9.

Motion: Wilkins moved and Krebs seconded to decline the offer received for lot #9. Motion passed unanimously.

12. Next Meeting

Commission Meeting- Thursday, March 12, 2026, City of Condon.

13. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 6:15pm.

President Leah Shannon

Vice President Ron Wilson