

**Regular Commission Meeting**  
**February 15, 2024, MINUTES**  
**4:00PM**  
**Port Office, 100 Island Park Rd., Arlington, OR**

**1. The Port of Arlington Commission meeting was called to order at pm by.**

**Present:** President Leah Shannon and Vice President Ron Wilson; Commissioners: Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther, Administrative Assistant, Kayla Rayburn, and Attorney Ruben Cleaveland

**Absent:** Kathryn Greiner

**Audience:** Brad Anderson, Pat Shannon, and Anna Cavaleri (via zoom)

**2. Public Comment-**

Pat Shannon wanted to comment on the atmosphere that is at the meetings currently going on in county court. He asked for opinions on matters that are happening and welcomed all thoughts. He is encouraging and wants to have discussions with Gilliam County residents. This way he knows how to proceed. He has his feelings and opinions but overall wants public input to help guide him through the rest of this process.

**3. Consent Agenda**

**3.1. Approve Regular Meeting Minutes for January 11, 2024**

**3.2. Approve January 2024 Accounts Payable and Financials**

**Motion: Wilson moved, and Krebs seconded approval of the consent Agenda as it appears. Motion passed unanimously.**

**4. Director Report**

**4.1. Alkali Ridge**

Crowther advised partitions were approved January 25<sup>th</sup>, and the County survey expects to have it finished this week so the document can be recorded. Once it's recorded then the Port can list the parcel with the house and shop on it for sale. He submitted a grant to the County of approximately \$1.5 million to help with infrastructure, and it should be reviewed next week. He wanted to express his appreciation for the help Anderson and Perry have given. Brad gave an overview of the planning/engineering process and how it would work with the bid packet they will put together for the Port to give contractors. He explained the fees that are associated with his package that they are building for the Port, so the Port can publicly advertise to companies to start the project. He stated different ways the Port can modify the plan, whether it's one phase or if the Port needs to phase out the project.

**Motion: Wilson moved, and Wilkins seconded to approve engineering agreement for the Alkali Ridge subdivision with Anderson Perry & Associates, Inc. in the amount of \$73,000. Motion passed unanimously.**

**4.2. Legal Counsel Replacement/Transition Process**

Discussion started in January in regard to Ruben Cleaveland being both the Port of Arlington and City of Arlington attorney, and the potentials conflicts we will start facing because of that. Cleaveland knows there are multiple projects that the city and Port will be involved in moving

forward, and he thinks the separation would be in the best interest for both entities and himself personally. He wants to help with the transition as much as he can and thinks this should be as smooth as possible. He doesn't usually keep original records but will keep what he has in the cloud. He made a recommendation to the Port for a potential new attorney; Anna Cavaleri, with Jaques Sharp. He has a lot of respect for her, and highly recommends her, in the past she has represented the Port of Hood River, so she has experience with Ports. The commissioners wanted to thank him for all his help, and his time with the Port of Arlington. Jed confirmed he did contact two other firms in addition to Cleaveland recommendation. He has requested letters of interest to be turned in by March 1, to give them time to research the Port and see if we are a client they would want to represent. This is a process that does not have to be published, it can be a direct appointment by the board.

#### **4.3. Correcting resolutions**

At the last board meeting in January the board approved resolution 2024-156 which was an incorrect resolution number, so Crowther is asking to acknowledge and correct that error today.

**Motion: Wilkins moved, and Krebs seconded to correct adopted Resolution 2024-156 to amend as Resolution 2024-161. Motion passed unanimously.**

#### **4.4. Budget Process**

On track for the budget process. Questions about if budget officer needs a motion, or an appointment by President. Cleaveland stated it can be approved by motion, but the President can just appoint if she sees fit. We followed the previous pattern, of calling the unexpired term members who all agreed to continue. Denise Ball was expired but agreed to continue on for another term, and April Aamodt agreed to fill the open position, that were both published in the paper. President Leah Shannon appointed Denise Ball and April Aamodt in the open Budget committee positions and appointed Kayla Rayburn as the 2024 Budget Officer.

#### **4.5. Willow Creek Industrial Plan**

Crowther published an RFP for the Willow Creek Industrial site feasibility plan for the grant from Business Oregon. He was unable to get any response from the RFP, but contacted 7 companies to see if they were interested in submitting a proposal. There was only submittal received for the project by Points Consulting. Business Oregon received the submittal, and they RFP that was posted.

**Motion: Wilson moved, and Krebs seconded to approve consultant Agreement with Point Consulting in the amount of \$49,784 for the Willow Creek Industrial site Feasibility Plan. Motion passed unanimously.**

#### **4.6. Marina**

The sunken boat in the Marina on January 24, 2024, has been removed and cleanup finished. Multiple state agencies were involved in the effort, and the whole process was led by DEQ. The boat was removed by FDS Marine who was contracted by the boat owner Lynda Davis. Still waiting for a clean marina small grant from the Oregon State Marine Board. President Shannon asked if there was an emergency response plan in place, Crowther would check into that.

#### **4.7. Temporary Facility for Sheriff Office at Gronquist Building**

The sheriff's office needed an emergency room on short notice due to a water leak in their current building. Ruben was able to provide a simple lease agreement that the County was able to act on to get the sheriffs into the Gronquist Building room number 2 on a short notice.

**Motion: Wilkins moved, and Krebs seconded to approve commercial building lease with Gilliam County in room 2 of the lower Gronquist building for the Sherrif's office, at \$900 per month plus \$125 per month for utilities. Motion passed unanimously.**

#### **4.8. Condon Airport Grant Application**

Is a state-owned emergency airport. Kathryn Greiner put together a grant with Connect Oregon for funding to help with the Condon State Airport. The Port would be the applicant, and the state would be the operator/manage the operation of the fuel on site. If they can obtain a grant, then there would be an agreement between the port and state. The Port would be the facilitator, but the State would be the operator. During the 2023 budgeting process the Port had already set aside \$15,000 for the Condon airport to help with water, but it could be dedicated to the fueling project instead since water is not required to have a fueling station out there like originally thought.

**Motion: Wison moved, and Wilkins seconded to approve Port resolution 2024-163 to submit Connect Oregon Grant application. Motion passed unanimously.**

#### **4.9. Maintenance**

In the cold weather spell the water lines froze in the RV/Marina section, causing the backflow valve to break again. While Devco waited for parts to repair the backflow valve, the tenants were a week to 10 days without water to the RV sites. Crowther authorized \$100 credit to each tenant of the RV park for the inconvenience of no water for an extended period. There was an HVAC leak in the roof of the ceiling at the Gronquist building, the unit needed to be defrosted from overuse during the extreme cold, but no damage or repairs were needed. The Proctor site needed fuses and valves replaced/capped off due to water line breaks from freezing. SME had to come out to repair both fuel pumps. One pump needed a new board, while the other needed a new card reader.

#### **5. Presidents Report, Leah Shannon**

Shannon stated she attended the SDAO Annual Conference in Seaside OR this year. There was a variety of sessions to attend, and it was very informative. There were several very helpful talks, and she appreciates being able to go. She advised PCDC is moving forward with the two duplexes at the Condon baseball field. There are potentially 11 new units being built at Condon.

#### **6. Commissioner Reports**

- 6.1. Gibb Wilkins-working with Livermore and Associates with the design plans on the Old Condon Grade school and what it could become. The baseball field properties have all been sold and development should be started in the spring.
- 6.2. Ron Wilson-nothing to report.
- 6.3. Kip Krebs- Asked if the Port was still interested in participating in parades, both in Condon and Arlington. He was also thinking of a sign at the Condon grade school saying what the project is, and other signage around places to inform the county of the Ports endeavors would help to bring awareness around the County about the Port's projects.

#### **7. Executive Session ORS 129.660(2)(e):**

**Shannon Opened Executive Session ORS 129.660(2)(e) at 5:00pm**

**Shannon Adjourned Executive Session at 5:27pm**

During the Executive Session there were no formal decisions made.

#### **8. Adjourn Meeting**

**President Shannone adjourned The Regular Commissions meeting at 5:27pm.**

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President Leah Shannon

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Vice President Ron Wilson