

**Regular Commission Meeting  
October 9, 2025 MINUTES  
5:00PM  
Condon City Hall  
128 Main Street, Condon, 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, and Gibb Wilkins; Port Director, Jed Crowther, Kayla Rayburn, and Attorney Anna Cavaleri

**Absent:** Kip Krebs

**Audience:** Angie Sullivan (left 6:03pm), Marta Mikkalo (Left 6:27pm), David Bendtsen (left 6:27pm), Tiffani Deal (left 6:03pm), Scott Smith (left 6:03pm)

**2. Additions or Corrections to the Agenda**

Rayburn stated there was a correction on the next meeting location. The agenda sent out says Condon again, but it will be in Arlington, Lower Conference Room at the Gronquist Building.

**3. Public Comment**

None

**4. Consent Agenda**

**4.1. Approve Regular Meeting Minutes for September 11, 2025.**

Greiner wanted which City was being talked about added to the minutes, and moving forward when referring to a city to make sure the name was there. The section 4.2.1 is where she was referring to adding the city's name in the September minutes, which in this case would be Arlington, since we are a County wide Port the distinction needs to be made since we have multiple cities we can refer to.

**4.2. Approve September 2025 Accounts Payable and Financials.**

Greiner requested a Budget vs Actual P&L in next month's financials not the P&L percentage of total income that was provided this month.

**Motion: Wilson moved, and Greiner seconded to approve the Regular Meeting Minutes for September 11, 2025, and September 2025 Accounts Payable and Financials with stated corrections. Motion passed unanimously.**

**5. Presentation by Tiffani Deal, Landwise Real Estate Advisors, LLC**

Tiffani Deal gave a brief overview of their companies and introduced Angie Sullivan and Scott Smith who accompanied her. They were able to see the site in person today and review the plat. Tiffani went over discussions she had with Crowther on the goals of the Port, and the idea they intended for the property. Scope of work from the RFP; Phase 1 real estate marketing services (marketing and outreach, Research & Lot preparation, strategic Positioning). Marketing strategy: Online exposure, Social Media Add-Ons, Buyer Agent & Broker Outreach, Local & Community outreach, and Value Adds. Phase 2; Affordable & Workforce Housing, Angie stated she realized some of this was not on our goal but wanted to touch on it. She stated the household median for our area is \$75,625, they multiply that by 4 to get the range homes should cost. They are focused on the Northeast lot that was going to be denser, and approximately \$17,000-\$26,000 per lot. Angie stated due to the struggle to get contractors, they are working as a company for alternatives. They are looking at Seed Homes, their product is a modular home that is built in the factory 95% ready, and once

placed, move in ready in 7 days. It is a new technology/design they developed themselves to cut cost of transportation. President Shannon asked if these are considered tiny homes, and was informed no. It's a company that originated in Calgary Canada, but they are working with them to bring a facility to Umatilla County. They are hoping to have it open in spring of 2026, they are mortgageable; they've checked with multiple lenders, and are classified as a modular home. Greiner asked if they work with any other builders She was advised they work with contractors in Stanfield, Umatilla, Irrigon, and Hermiston that are traditional builds. Scott discussed some of the struggles rural towns are dealing with obtaining contractors. Wilson asked about the Stanfield project, he was informed that it was the Bubble Bee Estate. Angie stated they could give tours to the Commissioners if they would like. They worked with Bolen Construction and Olin homes to develop it into 99 lots with homes and have zero investors while completing the project. Scott stated he's already lobbying for us with some of their contractors/connections. Crowther stated part of having them come and present in person, was because this would be a process with a long working relationship if it was decided to move forward. Questions regarding the plans were asked, and answered by Tiffani, Scott and Angie. There was a consensus for LandWise Real Estate Advisors, LLC to give contracts to Crowther for Anna to review. Then move forward in November with approval if an agreement can be reached.

It was decided to move the discussion for the "Arlington" sign Lighting up for Marta Mikkalo and David Bendtsen since the real estate presentation went longer than anticipated.

## **6. "Arlington" Sign Lighting**

David Bendtsen introduced himself to the Commissioners and advised he was a Senior Electrical Engineer, he gave some background of himself as well as work history. His wife and himself just moved to the community in Arlington about 2.5 years ago. He stated he has always been community involved oriented. He remembers from childhood driving by Arlington, and the sign was lit up when he passed by, signaling they were close to home, so there is some nostalgia for him regarding the sign. He is willing to assist and work on reviving the process of getting it lit back up. He was willing to help craft an RFP, review the proposals, give recommendations, and assist with overseeing the project. He brought up some challenges with electricity because it is considered a highly flammable environment due to the grain dust. He stated it would all be volunteer help he would provide; he was happy to help get this project done or look into it to see what the options for the sign could be. Marta stated they just wanted to start talking to the entities involved; the Port because they own it, then Northwest Grain Growers because they're the leasers, and move forward from there. Right now, they are just looking to see if the Port would give them permission to move forward and start having conversations with the other entities. President Shannon stated the Port had looked into repairing the sign and put it on the Port's strategic plan but stalled out due to other projects and just not enough staffing to continue with it. Anna stated the Port would need to double check the lease contract, and make sure it allowed this kind of project, and the first contact with the leaser should be from the port.

## **7. Director Report**

### **7.1. Audit Status**

Crowther stated we are in almost daily contact with the auditors. He advised Kayla Rayburn had a meeting with them that morning and could give an update to the Commissioners. Rayburn stated she did have a meeting to discuss the timeline and what was left. Rayburn reiterated to the auditors the importance of making the October 31<sup>st</sup> deadline, and why it was so important we stick to our agreed upon dates. She stated the hearing by the County was on track to occur after the October deadline, so it would be very beneficial to have the 2022 audit completed before the hearing. She stated the auditors were surprised this was how the process was going for the Port, stating it's the first time they had heard of some of these actions taking

place for an active district. They did reassure Rayburn during the meeting that they were on track to still make the October 31<sup>st</sup> deadline for the first audit.

## **7.2. Alkali Ridge Subdivision**

### **7.2.1. Construction- Water/Sewer completion, Gravel/Asphalt forthcoming**

Crowther stated Bolen is moving right along and plans to pave end of October. He thinks the Port should have some sort of ribbon cutting ceremony once the project is finished.

### **7.2.2. Final Plat- Ministerial Review, Adjoining Owner Comments by Oct 15**

This was submitted and should work through the process. He stated adjoining owners could submit comments until October 15. Shannon asked if we are notified if there is any public comment. Crowther advised he hasn't been but would ask.

## **7.3. WATCO Lease Renewal**

They asked for a change in length of lease. Greiner asked about payment and advised they are invoiced now and pay in check for the year not a credit card anymore.

## **7.4. Alpine CUP – Upcoming Hearing by planning commission Oct. 16.**

Crowther stated the hearing by City of Arlington's Planning Commission would be next Thursday. It should be a formality and doesn't see a reason it shouldn't go through.

## **7.5. General Fee Resolution 2025- (Consider Increases to RV and Marina Rates)**

Crowther stated he put the new schedule in a draft form, so the commissioners could see. Some of them may be too high, or some may be too low. Rayburn asked what the process was to implement the new prices with the RV park and the Marina. She was advised there needed to be written notice to the RV guest that pay month to month of the change and when it would go into effect, the moorage contracts would also need written notice, and depending on their contracts would depend on when the new fee would go into effect (some pay monthly, some pay yearly). Effective Jan 1, 2026, is when the commissioners would like it to go into effect for the RV renters and the marina for those applicable (month to month, the yearly would go into effect at the end of their year).

## **7.6. Projects**

### **7.6.1. RV Park Sewer Pumps Replacement.**

Crowther advised Kerns is ordering the pumps and planning the sewer lift station improvements for when they arrive. There could be a wait time on new pumps and parts, but the project is moving forward.

## **7.7. Office Staffing Needs**

Crowther does think now would be the time to hire an Administrative Assistant. There is an increase in the number of projects the Port is handling right now, so the additional staffing would help with the extra workload to ensure everything is being completed in a timely manner. The position would start out part-time for 20-25 hrs./week. Questions about if they would get benefits, and what that would look like. Starting out part-time, they would not qualify for benefits. It was budgeted for a full-time employee with benefits, so there is money in the budget to hire the part-time employee now and could increase if needed.

## **7.8. Other**

### **7.8.1. Donation request form**

Anna prepared a form for the port, to have a more formal process for entities to request a donation from the Port.

### **7.8.2. Kayla attended the OPPA conference**

Rayburn said the conference was held in Astoria this year and felt like it was very informative. In the past there have been more ocean port struggles and discussion that arose, so the discussions and solutions haven't always pertained to the riverports. She stated, as you know riverports and ocean ports have significantly different issues. This year though, there were a lot of helpful topics that pertained to both. There was a lengthy discussion regarding the new FEMA flood plain maps and requesting letters of support to hold FEMA off from passing the new map. She stated SDAO talked about their scholarships program for high school seniors; the seniors had

to make a short video regarding what districts do for their communities. Rayburn stated she thought it would be a good program for the Port to start in Gilliam County. Creating a scholarship for the high schools, whether it was one for both schools to compete for, or one for each school. Having the seniors make a short video regarding what the port does for your community. It could help the seniors in the community, while also educating the community about the Port and what it does, because very few people know the whole role a Port has. The Commissioners liked the idea, and it was thought to try and implement it in the next budget year to give time for funding, procedure, and process to be created/put in place.

**8. Presidents Report, Leah Shannon**

Nothing to report, but she does have an ask. The CASA group is putting together community dances/family events for the local communities. It's a fun family occasion, and they are sponsoring the whole event, but President Shannon asked if the board would be willing to donate the room at the Gronquist as a place for them to use. There was a consensus to let them use it.

**9. Commissioner Reports**

- 9.1. **Ron Wilson**-nothing
- 9.2. **Kathryn Greiner**-nothing
- 9.3. **Gibb Wilkins**-nothing

**10. Next Meeting**

Commission Meeting- Thursday, November 13, 2025, at 5pm at Lower Conference Room, Gronquist Building, In Arlington.

**11. Adjourn Meeting**

**President Shannon adjourned The Regular Commissions meeting at 7:34pm.**

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President Leah Shannon

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Vice President Ron Wilson