



**Thursday, January 9, 2025, at 5:00 pm**  
**Location: Port of Arlington Office**  
**100 Port Island Road, 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, January 9, 2025**

- 1. Call Meeting to Order**
- 2. Public Comment on Non-Agenda Items**
- 3. Consent Agenda:**
  - A. Approve Regular Meeting Minutes for December 12, 2024
  - B. Approve Special Meeting Minutes for December 27, 2024
  - C. Approve December 2024 Accounts Payable and Financials
- 4. Director Report**
  - 4.1 Arlington Mesa
    - A. Alpine Building
    - B. Hangar Building
    - C. Industrial Development
  - 4.2 Budget Process 2024-2025
  - 4.3 Elections
  - 4.4 Alkali Ridge
  - 4.5 Other
- 5. President Report**
- 6. Commissioner Reports**
- 7. Executive Session, ORS 192.660(2)(e):** To conduct deliberations with persons designated by governing body to negotiate real property transactions. *(Placeholder)*
- 8. Decision or deliberations on Real Estate Transactions** *(Placeholder)*
9. Next Meeting – Thursday, January 9, 2025 at Port of Arlington
- 10. Adjourn Meeting**

**Port of Arlington Environmental Sentry Corp Meeting**

**Thursday, January 9, 2025 Immediately following Port Meeting**

1. Call Meeting to Order
2. Approval of Minutes
3. Sentry Corp Financial Policies for EPA Award
4. Adjourn

**Regular Commission Meeting  
December 12, 2024 MINUTES  
5:00PM  
VIA Zoom Only**

**1. The Port of Arlington Commission meeting was called to order at 5:02pm by President Shannon.**

**Present:** President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner; Port Director, Jed Crowther, Kayla Rayburn, and Attorney Anna Cavaleri

**Absent:** Kip Krebs and Gibb Wilkins

**Audience:** Stephen Allen

**2. Public Comment-** none

**3. Consent Agenda**

**3.1. Approve Regular Meeting Minutes for November 14, 2024**

**3.2. Approve October & November 2024 Accounts Payable and Financials**

**Motion: Greiner moved, and Wilson seconded to approve the Consent Agenda. The motion passed unanimously.**

**4. Director Report**

**4.1. Alpine Building**

Crowther stated the build to suit preparation for the warehouse and outside canopy portion are on the way and saving the offices for another entity. Met with Dewey this week for the outside area (leveling/graveling), estimated \$10-\$12,000. The lights have been moved, and they are waiting on the HVAC moving the heaters. They did find out today that the heaters are able to be moved up a foot from the ceiling. They should be able to just be moved up now, instead of removing them and adding a different unit, so there will be a new bid submitted. Silver Creek Construction completed the cement pad that was needed. There still needs to be 2 man doors added, but it will be done in house not contracted out. There are still some negotiations being made with the contract, but it should be finalized soon and commence on January first. This is a longer lease agreement than in the past, to add some guarantee to both parties, and recoup of money. Questions about whether the 3% increase stays in effect during the 2 extensions. That can be negotiated in an amendment.

**Motion: Wilson Moved, and Griener seconded to allow Leah to sign the lease agreement with Alpine once the lease is finalized, and Alpine has signed it. Motion passed unanimously.**

**4.2. Other**

**4.2.1. Alkali Ridge**

Brad expects the subdivision improvements to go out next week, and allow the contractors about a month to bid the project. Greiner asked if we do have a contract with Anderson and Perry, and if they will manage the project. Crowther stated we do have a contract with A & P but will check if A & P managing the project is part of the contract.

**4.2.2. Sunken Vessel**

FDS has been paid by the insurance company, so the Port will not have any financial responsibility. All the dock repairs have been finished.

**4.2.3.Holiday Bonus**

In the past the Commission has awarded the employees a Holiday bonus. Crowther wanted to know if they would like to this year, and if so, the amount they wanted to give. The commission agreed to a Holiday Bonus for the employees.

**Motion: Wilson moved, and Greiner seconded a \$200 Holiday Bonus for each employee. Motion passed unanimously.**

**5. Presidents Report, Leah Shanno**

There has been a lot of projects the port has been involved in they are not normally involved in, and wanted to say thank you to everyone, and the staff for all the work they have put in this year.

**6. Commissioner Reports**

6.1. **Ron Wilson**-nothing

6.2. **Kathryn Greiner**-nothing

**7. Executive Session ORS 129.660(2)(e): To conduct deliberations with persons designated by governing body to negotiate real property transactions.**

**Shannon Opened Executive Session ORS 129.660(2)(e) at 5:20pm.**

**Shannon Adjourned Executive Session at 5:33pm.**

**President Shannon declared no decision were made in Executive Session.**

**8. Next Meeting**

Commission Meeting- Thursday, January 12, 2025, at Port of Arlington

**9. Adjourn Meeting**

**President Shannon adjourned The Regular Commissions meeting at 5:34pm.**

---

President Leah Shannon

---

Vice President Ron Wilson



**Special Commission Meeting  
December 23, 2024, MINUTES  
10:00AM  
VIA Zoom**

**1. The Port of Arlington Commission meeting was called to order at 10:01am by President Shannon.**

**Present:** President Leah Shannon; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther, Kayla Rayburn, and Attorney Anna Cavaleri

**Absent:** Vice President Ron Wilson

**Audience:** Lee/Pam Dockins (left 0:05)

**2. Public Comment-** none

**3. Executive Session ORS 192.660(2)(e):** The Port Commission will meet in executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions. All members of the audience are asked to leave. No decision may be made in executive session. At the end of the executive session, the Port Commission will return to open session and welcome the audience back into the meeting.

**Shannon Opened Executive Session ORS 129.660(2)(e) at 10:02am** (all audience members online were put into the virtual waiting room)

**Shannon Adjourned Executive Session at**

**4. Decisions or Deliberations on Real Estate Transactions.**

President Shannone declared no formal decisions were made in Executive Session.

**Motion: Greiner moved, and Wilkins seconded to authorize Jed Crowther to present a counteroffer on the 1500 Main Street Property. Motion passed unanimously.**

**5. Next Meeting**

Commission Meeting- Thursday, January 9, 2025, at 5:00PM, in Arlington.

**6. Adjourn Meeting**

**President Shannon adjourned The Special Commissions meeting at 10:45am.**

---

President Leah Shannon

---

Vice President Ron Wilson



# DIRECTOR REPORT

January 2, 2025

---

## 4.1 ARLINGTON MESA

### A. Alpine Building – Symbolic Ribbon-Cutting Ceremony:

- **Retain** top-quality tenant (Alpine).
- **Restore** use of vacant facility (Insitu).
- **Reserve** conference room and office space.

Doors – We will finish door work for the restroom and small office space. James cut out the doorways nicely. Next, we will obtain a quote to install doors on the steel-studded walls.

**Motion: Move to approve door quote in the amount of (\$TBD) by (Contractor TBD).**

Radiant Heaters – Will be removed from mounting locations below the ceiling on Jan 6. The Port may want to use them or to declare surplus and possible disposal by State list. Comparable new value is \$2100 each, so used value might be about 50% or \$2000 total.

**Motion: Move to declare surplus (2) radiant propane heaters, rated at 80,000 BTUs each, and to invite sealed bids in an acceptable minimum amount of (\$TBD).**

Outside Canopy Area – The contract is settled and allows Alpine to use the canopy area. For appearance and use, it would be nice to also install siding around  $\frac{3}{4}$  of the perimeter. Depending on a reasonable amount for siding, Alpine may contribute 50% of the cost. Another method would be to request capital funds from Gilliam County for siding upgrade. A quote was received from Silver Creek Construction (attached) which seems fair to me. Or we could simply wait to see how much product is stored outside, since the canopy area will only be for used batteries, staged for return and recycling. I welcome Board input.

**Motion: Move to \_\_\_\_.**

### B. Hangar Building

The Board previously contracted with Rod McGuire at a discounted rate for the initial term, with follow-up rate review to occur in January 2025. In addition, the Woolery desires to use some of the Hangar Building as shared space. Julius Courtney explained that the Woolery is seeking designation as a heritage center to best qualify for grant funds. For this reason, the Port Board may discuss considering realistic market-rate rental rates, together with limited resources of tenants and the value of keeping the building occupied.

**Motion: Move to \_\_\_\_.**

### C. Industrial Development

The Port may start planning potential options for re-investment in industrial development, especially with a contract underway in October 2024 for sale of the Flex building parcel. Willow Creek infrastructure, i.e. water permit and well-drilling would be a logical choice. Other economic development purposes may be reviewed, i.e. Infrastructure, Marketing, Land acquisition for industrial purposes, Workforce planning, or Peninsula development, consistent with our Strategic Business Plan.

## **4.2 BUDGET PROCESS**

A. Budget Calendar – Draft forthcoming.

**Motion: Move to adopt Budget Calendar for 2024-2025.**

B. Budget Officer

**Motion: Move to appoint Kayla Rayburn as Budget Officer for 2024-2025.**

C. Budget Committee

**Motion: Move to maintain prior appointments and terms of current Budget Committee members and provide published notice of any vacancies.**

## **4.3 ELECTIONS**

To be clear, public resources cannot be used to support or oppose individual candidates.

However, it is important to make known any upcoming open positions and their filing periods, and those intending to seek re-election in May 2025.

## **4.4 ALKALI RIDGE**

Continued progress is occurring for Alkali Ridge development, including:

- Pending sale of the 2.8-acre home/shop parcel, identified as 1500 Main Street.
- Construction Infrastructure Bids (Water, Sewer, Streets, etc.).
- Draft Subdivision Design for the Workforce Parcel (4-acre front northeast portion).  
Draft Lot Layout (Alkali Flat) attached. We welcome good input and direction.

## **4.5 OTHER**



# Proposal



Phone:  
 Fax: (541) 626-2063

**Proposal: 24171**  
**Date:**

<b>To:</b>	<b>Project:</b>
Estimating Attn: Estimating	Port of Arlington storage building

<b>Salesperson</b>		
Everett Keithley		

<b>Scope of Work</b>
----------------------

Silver Creek Contracting is pleased to provide pricing on the following two options of siding:

1. Install 26 gauge PBR panel. \$17,387
2. Install 24 gauge PBR panel. \$20,583
3. Labor and equipment for install of girts and metal.

**Special Conditions**

- Assumes parking and suitable laydown area will be available onsite
- On award this proposal will become part of the contract
- All items not specifically included in this scope of work are specifically excluded
- This proposal is based on a mutually agreeable schedule, and contract terms.

<b>Exclusions</b>
-------------------

- Pricing assumes that Silver Creek Contracting will have unobstructed access to the work area for its equipment and personnel in order to complete the proposed scope of work in a timely manner. All delays caused by other trades or improper scheduling may result in additional charges.
- Pricing excludes cold weather provisions.
- Pricing excludes any permits, specialty licenses and/or fees other than those specifically identified in the stated scope of work.
- Pricing is based on current commercial insurance package (available on request), if supplemental or additional coverage is required, Silver Creek Contracting can provide quote upon request.
- Pricing excludes performance and payment bond. If performance and payment bond is required, please add 1.5% to the total contract price.
- Pricing is based on private wage rates.
- Silver Creek Contracting is not responsible for design or engineering.
- One-year warranty does not include acts of vandalism, erosion, inclement weather conditions.
- Pricing may be withdrawn if not accepted within 30 days.
- Terms of payment: Standard monthly progress.

# Proposal



Phone:  
Fax: (541) 626-2063

**Proposal:** 24171  
**Date:**

<b>To:</b> Estimating Attn: Estimating	<b>Project:</b> Port of Arlington storage building
--	---

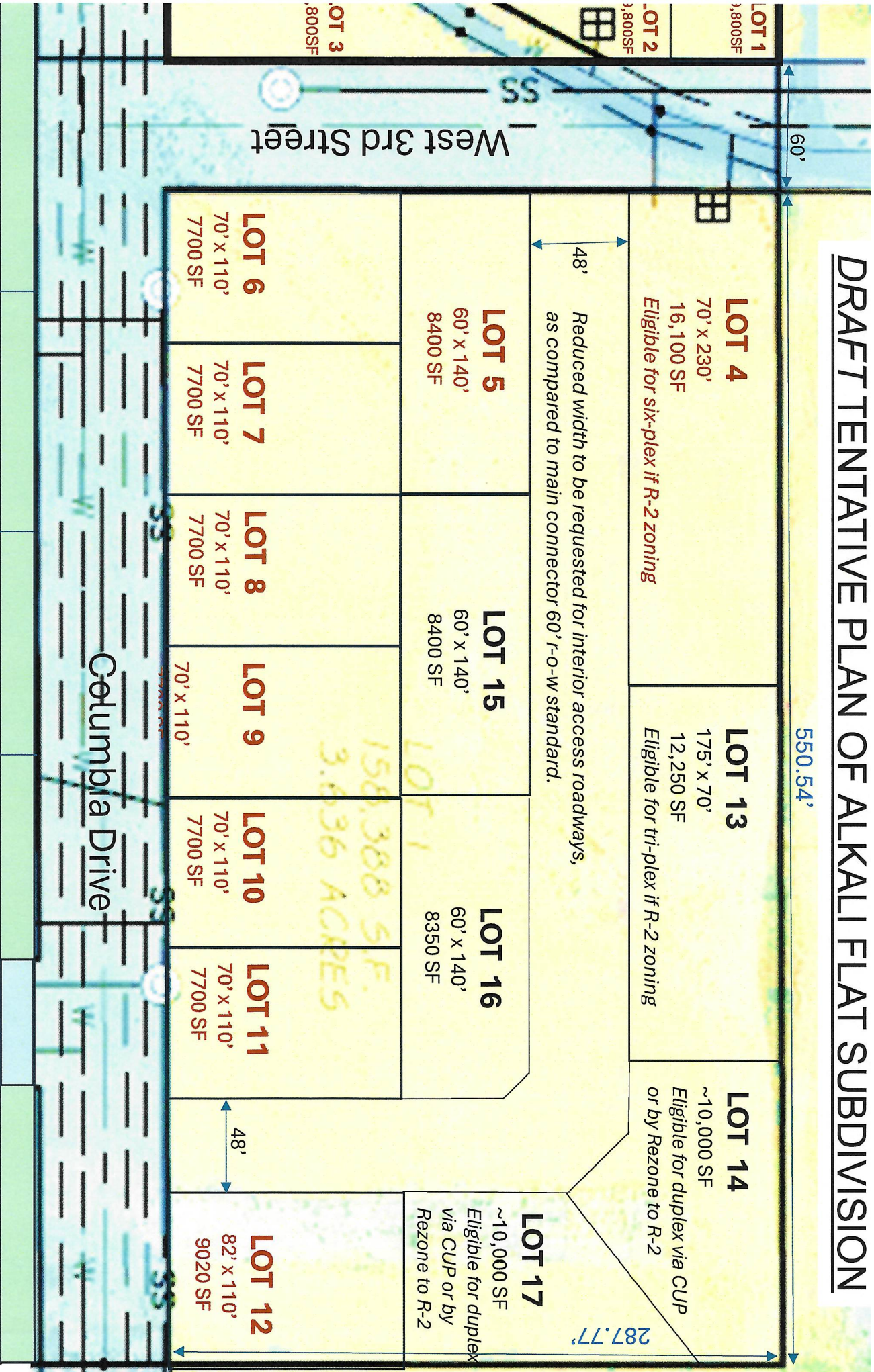
<b>Salesperson</b>		
Everett Keithley		

**Proposal Total:**

<b>Acceptance</b>	
Accepted by:	_____
Title:	_____
Date:	_____



# DRAFT TENTATIVE PLAN OF ALKALI FLAT SUBDIVISION



**DRAFT Tentative Plan Alkali Flat Subdivision.** A portion of Partition Plat No. 2024-01, Parcel 3; recorded March 18, 2024.

Also properly designated as Lot 1 of Tentative Plan of Alkali Ridge Subdivision, approved November 16, 2023.

**DRAFT** Lot layout design is consistent with Alkali Ridge Tentative Plan, approved November 16, 2023, and with R-1 Zoning:

Alkali Flat Phase 1: Lots 1-12 will have street frontage by new connector road installation on Columbia Drive and West 3rd Street.

Alkali Flat Phase 2: Lots 13-17 will require additional new interior access roadway construction.

Complies with R-1 minimum lot size (7500 sf) and street frontage (60') as shown. except Lot 4 and Lot 13 may involve Rezone to R-2.



**Port of Arlington  
Environmental Sentry Corp Meeting Minutes  
Gronquist Building, Lower Conference Room  
1650 Railroad Ave., Arlington**

- 1. The Port of Arlington Environmental Sentry Corp meeting was called to order at 6:03pm by President Wilkins.**

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

**Absent:** none

**Audience:** none

- 2. Public Comment-** none

- 3. Consent Agenda**

- 3.1. Approve Environmental Sentry Corp Meeting Minutes for October 10, 2024.**

**Motion:** Shannon moved, Wilson seconded to approve Environmental Sentry Corp Meeting minutes for October 10, 2024. Motion carried unanimously.

- 4. Director Report**

Crowther advised The Sentry Corp is on top of the paperwork and working through the process, He is waiting for the formal approved Work plan. He is working with CCLR and the State Brownfield Project Manager to complete the process. The Sentry Corp will need to have a public meeting in this Quarter to stay in compliance, currently scheduled for December 4, 2024, and would like the commissions to attend, it's going to coincide with the City of Condon's Council meeting. The Sentry Corp should be able to be reimbursed for spending on the public meeting, this would be for food and advertising spent for the meeting regarding the school and the abatement process. Wilkins and Greiner are working with the Condon City Council to accept the former school back once remediation is completed, and the planning to move forward with demolition or renovation. Discussion about what should be addressed with the public at the meeting. Discussion about what should be focused on for the building or the land's future. Willamina, Oregon, repurposed their old school, Wilkins reached out to see the pros/cons/struggles/ what went well/what didn't/would they do it again. This may help the City Council in a decision when they get the former Grade School back. Jed said he attended the City of Condon's November council meeting to reiterate that the Sentry's role is to remediate, but not to renovate the building.

- 5. Adjourn Meeting**

**President Wilkins adjourned The Environmental Sentry Corp meeting at 6:14pm.**

---

President Gibb Wilkins

---

Vice President Kip Krebs