

**Regular Commission Meeting**  
**Thursday April 11, 2024, MINUTES**  
**Immediately following Port of Arlington Budget Committee Meeting**  
**Lower Gronquist Conference Room**  
**1650 Railroad Ave, Arlington, OR**

- 1. The Port of Arlington Commission meeting was called to order at 6:18pm by President Leah Shannon.**

**Present:** President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn; Attorneys: Ruben Cleaveland (Via Zoom), Anna Cavaleri (Via Zoom)

**Absent:**

**Audience:** Pat Shannon (Left 7:49pm), Brad Baird (Left 7:00pm), Tiffany Wilkins (Via Zoom, Left 7:24pm)

- 2. Public Comment- none**

- 3. Consent Agenda**

- 3.1. Approve Regular Meeting Minutes for March 14, 2024**

**Motion: Greiner moved, and Wilkins seconded to approve the Regular Meeting Minutes for March 14, 2024. Motion carried unanimously.**

- 3.2. Approve March 2024 Accounts Payable and Financials**

Not available, moved to approve at the May meeting.

- 3.3. Approve Legal Services Agreement with Jaques Sharp (Anna Cavaleri)**

- 3.4. Approve Hangar Lease with Paradise Rose Chuckwagon Catering (Rod McGuire)**

Greiner brought up there was one correction in the lease that needed to be clarified, and that was with the extension end date of 12/30/2024. After that the lease will need to be renegotiated if Rod wants to extend the lease on the building further.

**Motion: Greiner moved, and Krebs seconded, to approve lease agreement with Rod McGuire with Paradise Rose Chuckwagon Catering, with the extension change of 12/30/2024. Motion carried unanimously.**

- 3.5. Approve River's Edge BBQ and Grill LLC Lease (David Richter)**

President Leah Shannon declared a conflict of interest because her and her husband have their own agreement with David Richter regarding the restaurant and recused herself.

**Motion: Wilkins moved, and Krebs seconded, to approve the updated lease agreement with River's Edge BBQ and Grill LLC with David Richter. Motion carried unanimously, with Leah Shannon being recused.**

- 4. Brad Baird**

- 4.1. Columbia River Pump Station Location**

Brad Baird came to discuss the City of Arlington's Columbia River Pump Station potential Location, and their new idea for the pump station. He gave some history about the Cities water right, and the configuration of what they were wanting to install. He would like to install it on Port property. The biggest concern was interference during harvest, and Barid stated they would make sure they didn't interfere, and asked when the busiest months were. He answered

questions as they arose. He stated that if the Port Commissioners were on board for this project, then they would sit down with the City to work out the arrangement's details.

#### **4.2. Questions about Fill on Peninsula**

Baird asked about the fill and rock that was used to create the Peninsula. He was trying to get a better understanding of what they would have to drill through to make the Pump Station. Discussion ensued, and maps would have to be researched.

#### **4.3. Design Discussion for Alkali Ridge Subdivision**

Baird gave an update on what the city agreed to for the Alkali Ridge Subdivision Design and asked a few questions on how the Commissioners would like to fine tune the layout. He discussed a brief timeline that they are shooting for, and the best way for the Port to bid the project to receive the best price. Baird is hoping to have the bid package to the Port early Fall, so they can bid it for this winter, and be ready for paving in the Spring when the asphalt plants open back up.

### **5. Director Report**

#### **5.1. Establish Job Description-Business & Operations Manager**

Crowther asked the Commissioners their opinion on the new job descriptions. Greiner thinks that SDAO should help set up the job descriptions to look more formal, and once these two are finished look at the other two. Greiner would like to table this until the two descriptions are more state compliant.

#### **5.2. Willow Creek Industrial Plan- Points Consulting Monthly Report**

Included Points Consulting Monthly report thus far and had a good tour with the team on April 1, 2024. Shannon was impressed with the group and their ideas already, and overall, it went well.

#### **5.3. Alkali Ridge- Workforce Housing**

Crowther stated we have had good discussion so far and keep stated we needed to keep moving forward. There were some alternative suggestions given to him on the direction the Port should take, but at this time it was agreed that the Port needs to stay in the direction they have already started. Discussion followed what the entire lot would be developed into after Brads overview of the project. Heavy emphasis on workforce, first time homeowners, young family starters, etc.... There is potential there though for a wide range/variety of different size lots/housing options.

#### **5.4. Consent letter from Ruben Cleaveland**

This allows Ruben to help with projects as needed during the transition to new legal services. Ruben explained this is so he can work with the city on joint ventures.

**Motion: Wilkins moved, and Wilson seconded to approve and sign the consent agreement with Ruben Cleaveland. Motion carried unanimously.**

#### **5.5 Support Letter**

Crowther advised he submitted a letter of support to the city for their parks and rec splash pad grant.

#### **5.6 Donation Request**

Crowther relayed The Port received a request to donate to the Arlington Youth Athletics and thinks it is appropriate to support with a donation. There was a consensus to support. Check the budget and give appropriately with what is available.

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

Shannon stated she did attend the day with Jed and Point Consultants. They drove to all the Ports property and reviewed them. It was a very good discussion, and she hopes The Port will get good ideas from, and she thought it was very productive.

**7. Commissioner Reports**

- 7.1. Kip Krebs** – Brought up the parade entry for the May Day parade. Create a banner from Honkertech. He wanted to update the Port on the Willow Creek water project. Part 1 was funded for approx. \$100,000. He wanted to thank Port for kick starting it in 2017 and the continued support they have contributed.
- 7.2. Gibb Wilkins**-City Park guys are mowing the old Condon Grade School. He was talking to small developers and approx. 2000 workers would be going across from Biggs, so we could be busy.
- 7.3. Kathryn Greiner**- Asking about the zoning for elections. She wanted to make sure the zones were changed ahead of time. Ruben explained he was working with the county, but there were some documents that needed to be found. The attorneys would follow up with the Counties legal. Crowther explained they were just going to change the West Condon zone to an at large for county wide and leave the other 4 alone. Also advised she would be gone for the next meeting because of another meeting she has to attend.
- 7.4. Ron Wilson**- nothing to report.

**8. Executive Session ORS 129.660(2)(e):**

**Shannon Opened Executive Session ORS 129.660(2)(e) at 7:49pm.  
Shannon Adjourned Executive Session at 8:14pm.**

**No action was taken during the Executive Session.**

**9. Next Meeting**

- 9.1.** Thursday, May 9, 2024, Port of Arlington Office.

**10. Adjourn Meeting**

**President Shannon adjourned The Regular Commissions meeting at 8:15pm.**

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President Leah Shannon

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Vice President Ron Wilson