

**Regular Commission Meeting**  
**MINUTES**  
**October 13, 2022**  
**5:00PM**  
**Port Office, 100 Island Park Rd., Arlington, OR**

1. **The Port of Arlington Commission meeting was called to order at 5:00pm by President Shannon.**
2. **Present:** President Leah Shannon; Commissioners: Gibb Wilkins, Kip Krebs, Kathryn Greiner (by zoom); Executive Director Jed Crowther, and Administrative Assistant Kayla Rayburn.
3. **Absent:** Vice President Ron Wilson
4. **Audience:**
5. **Public Comment:** None at this time
6. **Additions to the Agenda:** None at this time
7. **Consent Agenda:**

- 7.1 **Approve Regular Meeting Minutes for September 8, 2022.**
- 7.2 **Approve September 2022 accounts Payable and Financials**

**Motion: Greiner moved, and Krebs Second the approval of the Regular Meeting Minutes for the September 8, 2022, and September 2022 Accounts Payable and Financials. Motions Carried.**

**8. Directors Report**

**8.1 RV Park Rules & Regulations**

**Resolution to adopt RV Park Rules & Regulations**

With the abundance of occupants in the dry camp there are more regulations that need to be put in place and updated. Shannon asked a change to be made to order and cleanliness (#1) from 5' to 10'. Add no straw winterizing, must be manufactured for winterizing purposes.

**Motion: Wilkins moved, and Krebs seconded to approve resolution 2022-153 with the amendments as discussed. Motion carried.**

**8.2 Arlington Mesa**

Waiting for the company to give an official L.O.I. for the property. As Crowther sees news articles regarding the transaction, he will forward the messages to the commissions for informational purposes only. Shannon asked if there was any interest for the open building. There has been interest, but it depends on the potential deal. There have been some concerns brought to the board regarding the hanger building and how it is being used. After an in-person inspection, it is determined that the renter is out of compliance with the lease regarding use of the building and its grounds. As a board president Shannon feels they need to have a discussion with the tenant about the breach of lease agreement, and they think the Sheriff's department can do code enforcement for the city.

**8.3 Conferences Report**

Staff attended the OPPA conference in Newport. Crowther will be going to the Brownfield and Infrastructure conference in Bend, commissioner Greiner will also be attending the conference with the City of Condon.

#### **8.4 Condon Grade School & Condon Industrial Site**

There is a joint effort that the City of Condon and The Port of Arlington will do a joint venture with this project. Estimated cost for phase one would be \$3,500. The city would give the entire property to the Port, and then the city would lease back the Play shed(gym)/playground.

#### **8.5 Performance Evaluation—Successful Completion of Probationary Period**

President Shannon feels Jed Crowther has done a great job coming into an unstable environment and started restructuring it. There were several members who agreed with her statement and are happy with his performance thus far. The Board, as a whole, would like to do an official evaluation at the end of his first year.

**Motion: Greiner moved, and Wilkins seconded Jed Crowther has had a successful completion of the 6-month probationary period. Motion carried.**

He has a request to work from home one day a week and it could be flexible depending on the meetings and schedule each week. The Board felt this would be acceptable and would revisit the topic as a later time to see if it continued or not.

**Motion: Greiner moved, and Krebs approve Jed to work from home one day a week. Motion Carried.**

#### **8.6 Hydrogen Hub Concept by Obsidian Renewables**

They have developed a lot of support from several organizations around the area. Crowther wanted to know if the Port would also like to add their vote of support. This would not be a binding contract, just a voiced support. There was a general census that the Port of Arlington would submit a letter of support.

#### **8.7 PCDC Board**

Upcoming vacancy on the board. Next meeting on the 3<sup>rd</sup> Thursday in October at 2 pm. Several commissioners and Jed would try to attend meeting.

#### **8.8 DOGAMI Permit**

For the gravel quarry, that is in the ports name, and is the ports obligation. So, we will send in the paperwork/payment to update the permit and stay in compliance.

#### **8.9 WI Construction- Gravel Quarry Lease**

There was a letter and invoice sent to WI on September 15<sup>th</sup>, and there has been no contact thus far. The Port could terminate the lease for nonpayment early. The Board feels a second phone call and followed up with a letter stating there needs to be a decision made by October 31<sup>st</sup>, or the Port will move forward with terminating the lease.

#### **8.10 Gronquist Rental Fees**

There has been more interest in day use rentals of the rooms. There has been more public/community use at no cost. There are still utilities being paid and staff involvement for setup of the room. There would be more discussion and a decision at a later date when the commissioners discussed all the fees for the Port.

#### **8.11 Strategic Plan**

The go ahead from Business Oregon. The grant award would be 75% of the cost with a 25% match from the Port. It's approximated that a business our size would be about \$3,500 in cost. Crowther has reached out to several entities who could possibly do this.

**9. President Report** Nothing at this time.

#### **10. Commissioner Report**

Wilkins: nothing new at this time, he would just like to get the district rezoning done. Crowther did meet with Ellen Wagner and Chet Wilkins. Crowther will investigate the bylaws and resolutions to how it was

set in the first place. Greiner suggested reaching out to SDAO about how to go about it. Krebs: Just working with the city of Arlington regarding the basketball court and it sounded like they were moving forward with the project. Greiner: she is still getting a lot of pressure about the water to the airport in Condon. There is a COAR airport grant cycle that closes October 21<sup>st</sup>. requesting to take the \$17,000 out of the budget and see what it would take Anderson and Perry to do the engineering for it/what it would cost for the project.

**11. Executive Session ORS 129.660(2)(e):** none at this time.

**12. Shannon Opened Executive Session ORS 129.660(2)(e) at**

**13. Shannon Adjourned Executive Session at**

**14. Next Meeting**

Thursday November 10, at 5:00pm at the Port of Arlington.

**15. Adjourn Meeting**

**President Shannon adjourned The Regular Commissions meeting at 6:24pm.**

---

President Leah Shannon

---

Vice President Ron Wilson