

**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