

**Regular Commission Meeting
April 10, 2025, MINUTES
Immediately following Budget Workshop
1650 Railroad Ave., Arlington, OR**

1. The Port of Arlington Commission meeting was called to order at 6:04pm by President Shannon.

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

Absent: None

Audience: Darren Cavanaugh (via zoom Left 6:15), Tom Russell (via zoom left 6:15), Anna David Richter (arrived 6:15), Chris Patnode (left 7:07), Joe Patnode (left 7:07).

2. Additions or Corrections to the Agenda

2.1. Joinder Agreement added top the SIP discussion during 5.2.

3. Public Comment

None

4. Consent Agenda

Commissioner Krebs Stated there was a correction on the Regular Meeting Minutes; page 2, section 5.2.1. to remove the "in 2012" when talking about the Railroads well. He wasn't sure if that was the correct year.

4.1. Approve Regular Meeting Minutes for March 13, 2025

4.2. Approve Special Meeting Minutes for March 20, 2025

4.3. Approve March 2025 Accounts Payable and Financials

Motion: Moved by Wilkins and seconded by Greiner to approve the Consent agenda with the above stated correction in the Regular Meeting Minutes. Motion passed unanimously.

5. Director Report

5.1. Budget Message

Crowther stated it is in your packet, asked if there were any further questions since the Budget Committee Workshop, and there weren't any.

5.2. Strategic Investment Program (SIP) by Gilliam County – Leaning Juniper II LLC

Crowther stated that the County has the lead role in the SIP agreement, but the Special Districts have an input. Our role at the Port is to ratify the SIP the County has already acted on. The Joinder Agreement is for the repower. Tom Russell, with Avangrid, stated The Port is a part of the SIP agreement that the County has already. The intent of the Joinder would be to streamline the process.

Motion: Wilkins moved, and Wilson seconded, to agree to the SIP agreement, and sign the Joinder Agreement with Avangrid. Motion passed unanimously.

5.3. Willow Creek

5.3.1. Water- Procurement, well results, Power, Permit, Storage

Crowther said The Port learned a lot about procurement during this process. Due to the amount and increasing above \$50,000 it would trigger BOLI and make the entire project prevailing wages, because of that it was decided to not continue with the upsize of the well. The original size of the well, and the volume it produced, it does not require the Port to obtain a permit yet. Discussion about water storage, power, and bidding laws for how to proceed with development. General discussion regarding the well, and how to move forward with the next steps. Three phase power is required for the pump to run efficiently, looking at options to get power there, possibly solar being an option.

5.4. Industrial Plan- Amendment with Business Oregon- Time Extension

Crowther said the Industrial study the Port did with Point Consulting needed a time extension for the grant with Business Oregon. There was a consensus to allow a time extension with Business Oregon.

5.5. Alkali Ridge Subdivision

5.5.1. Construction Awarded, Upcoming Ground-Breaking Ceremony

Bolin construction won the award, we went through the 7-day period, signed notice award was issued on March 24, 2025. Upon the completion of executed contract documents

5.5.2. Grant Application-Submitted to Housing Infrastructure Support Fund

Did submit an application but cannot be used for construction. The engineering with Anderson and Perry can be used for the grant.

5.5.3. Upcoming City Zoning Hearing by Planning Commission- April 17

5.6. Leases

Planning commission meeting next Thursday regarding Zoning changes. He did receive a draft summary that could help with development, and Crowther will be submitting some suggestions as well for them to consider during the rezoning process.

5.6.1. Aeroval- Office Space in Alpine Building

Draft lease with Aeroval that in good faith have agreed upon their attorney review. He appreciates Anna's forethought to separate the offices from the Warehouse to reach full income potential. One of the founding members of Aeroval were one of the founding members of Insitu. Anna stated she just noticed they are a WA resident and currently do not have a license to do business in OR, and she would recommend checking with them before signing the contract.

Motion: Wilkins moved, and Krebs seconded to approve the lease agreement with Aeroval contingent on Aeroval signing the lease and obtaining a business license with the state of OR. Motion passed unanimously.

5.6.2. River's Edge BBQ & Grill LLC Rental Rate Review

Crowther gave a brief history regarding the River's Edge BBQ & Grill lease. The current lease has extensions with reduced rent for a time. It needs to be redone, and he would like to see the base rent start to tier back up, as mentioned during the budget meeting. David Richter, owner of River's Edge BBQ & Grill, is attending to let the commission know how he is doing. President Leah Shannon stated she needed to recuse herself from discussing due to conflict of interest. Rayburn gave a brief recap of the financials with a profit and loss for the building, as well as a brief layout how the utilities for the building are split up. David stated he is doing much better and is ready to tier back up, he wanted to show his appreciation and gratitude to the Commissioners for working with him and allowing him the chance to succeed. David had a request regarding the appliances/cost/upkeep and splitting it with the Port. Crowther advised that is part of the risk of running a business, and he would just have to plan the best he could for it. Krebs wanted to reiterate low rent sets a precedence. Greiner stated that it's a little different when the Port owns the building, and they have reduced rents for other properties. All were in agreement the rent needed to tier back up. Greiner asked if an increase of \$175/month, for 8

months, would be a good start. The commissioners would talk again at the end of 8 months for another increase. Discussion followed regarding the schedule and increase.

Motion: Greiner moved, and Wilkins seconded to raise the rent \$175/month on base rent for Rivers Edge BBQ & Deli starting 5/1/2025 until 6/30/2026. Motion passed unanimously.

6. Presidents Report, Leah Shannon

nothing

7. Commissioner Reports

7.1. **Ron Wilson**-Took James down to the storage unit and that's where he has the EAT letters, and he took photos to contact a few people to see what we can have done. They need refurbished.

7.2. **Kip Krebs**-still inquiring if we are doing the May Day parade.

7.3. **Kathryn Greiner**-nothing

7.4. **Gibb Wilkins**-nothing

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

President Shannon Opened Executive Session ORS 129.660(2)(e) at 7:07pm.

President Shannon Adjourned Executive Session at 7:17pm.

No decisions or action made during executive session.

9. Next Meeting

May 9, 2025, The Port of Arlington office at 5:00pm.

10. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 7:20pm.

President Leah Shannon

Vice President Ron Wilson