



Thursday, October 10, 2024, at 5:00 pm
Location: Condon City Hall,
128 S. Main Street, Condon, OR

Join Zoom Meeting

<https://us02web.zoom.us/j/9537854875>

Meeting ID: 953 785 4875

+16699006833,,85648511236# US (San Jose)

+12532158782,,85648511236# US (Tacoma)

Port of Arlington Environmental Sentry Corp Meeting

Thursday, October 10, 2024 at 5 pm, Prior to Port Meeting

1. Call Meeting to Order
2. Approval of Minutes
3. Former Condon Grade School, EPA Pre-Award Work Plan
4. Adjourn

Regular Commission Meeting Agenda

Thursday, October 10, 2024 immediately following Sentry Corp Meeting

1. **Call Meeting to Order**
2. **Public Comment on Non-Agenda Items**
3. **Consent Agenda:**
 - A. Approve Regular Meeting Minutes for September 12, 2024
 - B. Approve September 2024 Accounts Payable and Financials
4. **Willow Creek Industrial Plan – Final Presentation by Points Consulting**
5. **Director Report**
 - A. Amendment No. 1 – Time Extension of the Intergovernmental Agreement for Columbia River Pump Station Limited Access Agreement b/t Port and City
 - B. Dock Repair Update
 - C. Alkali Ridge Update
 - D. Other
6. **President Report**
7. **Commissioner Reports**
8. **Executive Session, ORS 192.660(2)(e):** To conduct deliberations with persons designated by governing body to negotiate real property transactions.
9. **Decision or deliberations on Real Estate Transactions**
10. **Next Meeting – Thursday, November 14, 2024 at Port of Arlington**
11. **Adjourn Meeting**

Regular Commission Meeting
September 12, 2024 MINUTES
5:00PM
1650 Railroad Ave., Arlington, OR

1. The Port of Arlington Commission meeting was called to order at pm by.

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

Absent: none

Audience: none

2. Public Comment- none

3. Consent Agenda

Kayla Rayburn stated she made two corrections to the regular meeting minutes after she sent them out. The corrections were in section 4, steering instead of stirring, and corrected Kathryn Greiner to absent she had her listed as an attendy.

3.1. Approve Regular Meeting Minutes for August 8, 2024

3.2. Approve Emergency Meeting Minutes for August 28, 2024

3.3. Approve August 2024 Accounts Payable and Financials

Motion: Wilson moved, Krebs seconded to approve the consent agenda with the stated changes. motion carried.

4. Director Report

4.1. Sunken Vessel Placement and Removal Update

Crowther thanked James and Kayla for their immediate response, working with EPA and contacting all the proper channels when the boat sank. Since then, it has been dismantled and will be hauled away tomorrow. President Shannon asked about the engine/smoke stack with the asbestos. Crowther advised the engine has been disposed of, but would check into the smoke stack tomorrow before they started loading trucks. He has kept the Core of Engineers up-to-date with documentation, and they are happy with how they have been kept informed during the removal process. Advised we did go for a second more in depth test, TCLP test, for the led. With those test results back, it will allow them to dispose it in the landfill now. Crowther thanked Kayla for running two separate samples on moment's notice to Portland to keep the process going in a timely manner. There was some damage done to the docks when the vessel sank. There is visible damage above, but we need a diver to inspect the dock underneath to insure there isn't further damage. FDS is available to do a dive to make a list or assess the damage that could have occurred. Under public procurement law he is able to hire a diver without bids, but Crowther stated he reached out to 3 additional firms for the repair's bids. Anna advised we need to submit it to the boat owner's insurance first before submitting it to ours for payment, so we arent fighting to get reimbursed.

Motion: Wilson moved, and Wilkins seconded to authorize Jed Crowther to accept a bid for dock repairs, but not to exceed \$18,000. Motion carried.

4.2. SDIS Safety & Security Grant Application

Crowther advised he submitted an application for additional cameras in the amount of \$2,500, there is no match required, and has a good feeling they will get it. He doesn't think they announce until November though. There is a quote from John, Arlington TV COOP, for installation. The grant would cover it all.

4.3. Other

4.3.1. Connect Oregon Grant Application-Aviation Fuel Testimony Given

Crowther Gave both verbal and written testimony that were similar. He really tried to emphasize the importance and impact that it would have made during the Lone Rock fire this summer. Stated he tried to speak from the heart and make a connection with them. The application is currently down towards the bottom, but thought maybe with the low amount being asked for, if there was left over the Airport could get selected. Commissioner Greiner felt because there wasn't an agreement yet with the Department of Aviation that hurt the application. Trying to remember if they have ever received an ODOT grant previously. Oregon Community Foundation may be a good place to utilize for funding. Commissioner Greiner also wanted to stay in contact with the Department of Aviation to get on their masterplan.

4.3.2. Condon Grade School- EPA Work Plan Review Underway

Crowther advised currently in the preaward state with the old Condon Grade School for \$780,000. He submitted the Workplan in August, and received it back with corrections. He is hoping to have it finished tomorrow, what is left is the itemized budget. It is a Sentry item, but it is still a Port item as well, and during the cleanup time we will have regular monthly meetings for the Environmental Sentry Corp.

President Shannon wanted to personally thank the staff for all their work regarding the boat, and appreciated the response and work put in.

5. Presidents Report, Leah Shannon

President Shannon was curious about the Proctor property and what was going on, so she spoke to Lee Dockins, and he stated at some point we would need to consider changing the price. In the Boardman area anything over \$300,000 isn't moving at all. The Port may want to consider talking about the price if we don't here anything soon.

6. Commissioner Reports

- 6.1. **Ron Wilson**- Just wanted to thank the staff for all the unexpected work they had to perform on the boat. They did an upstanding job.
- 6.2. **Kip Krebs**- Backtrack to the Proctor house, suggested The Port should possibly think of making some money and generate some revenue. They could look into the possibility of making it an Air bnb. There is a company in Hermiston that fully furnishes, cleans, and manages it. They would give the Port a percentage of the earnings. The score clocks and jersey came in that were donated. Krebs wanted to give an update on the Lower Willow Creek Aquafer Project, that was started by the Port originally. They received the feasibility study grant for \$50,000, and they have received the match from both Counties (Morrow and Gilliam). The matches were determined by acreage between the two, Gilliam County paid their share, and as of yesterday Morrow County gave their portion. The new name of the project is the Lower Willow Creek Managed Aquafer Recharged Project. On August 21, the new County Judge, Chris Patnode, came out and visited the Gilliam County portion of the project. This project was originally started in 2017 by the Port of Arlington, and he appreciates the continued support.
- 6.3. **Gibb Wilkins**- Last Wednesday at the Condon City Council meeting he advised them they are going to get the Condon Grade school back, and encouraged them to start planning for their next steps. He is getting a lot of feedback, passing in the street convos, from people regarding the project, but most people are just excited something will be happening there.

6.4. **Kathryn Greiner**- Back to the Proctor Property and wanted to know what the contract was with the realators. Crowther advised that the minimum contract was 6 months and we signed in May 2024. She is not opposed staying with them, but maybe take a little time off before trying more aggressively when the market gets started again. All the commissioners were in agreement that they didn't need to rush a sale. Crowther stated that Anderson and Perry do have the bid package ready. Per earlier discussion it was thought going for bids in October to work through the winter would be the best idea.

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 5:49pm.

Shannon Adjourned Executive Session at 6:33pm

Executive Session Decisions: There were no decisions or actions from Executive Session.

8. **Next Meeting**

Commission Meeting- Thursday, October 10, 2024, at 5:00pm at City of Condon.

9. **Adjourn Meeting**

President Shannon adjourned The Regular Commissions meeting at 6:34pm.

President Leah Shannon

Vice President Ron Wilson

PORT OF ARLINGTON

Balance Sheet

As of September 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Beginning Cash Drawer Funds	100.00
1001 Bank of E/O - Checking	195,279.46
1003 LGIP Investment A/C	736,483.31
1004 Reserve Fund	85,101.82
1005 Municipal Money Market Account	98,241.28
Total Bank Accounts	\$1,115,205.87
Accounts Receivable	
1200 Accounts Receivable	-179,432.93
Total Accounts Receivable	\$ -179,432.93
Other Current Assets	
1201 AR Audit	16,474.51
1210 Property Tax Receivable	-1,907.23
1220 Grants Receivable	-13,500.00
1230 Other Receivables	0.00
1235 POA Env Sentry Corp Receivable	0.00
1300 Prepaid Expense	5,718.75
1499 Undeposited Funds	0.00
Total Other Current Assets	\$6,786.03
Total Current Assets	\$942,558.97
Other Assets	
1006 Cash With County	721.40
Total Other Assets	\$721.40
TOTAL ASSETS	\$943,280.37
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	4,927.49
2001 Transient Lodging Tax Payable	744.28
Total 2000 Accounts Payable	-5,671.77

PORT OF ARLINGTON

Balance Sheet

As of September 30, 2024

	TOTAL
Total Accounts Payable	\$5,671.77
Other Current Liabilities	
2002 AP Audit	-2,724.48
2010 Other Payables	0.00
2100 Payroll Liabilities	79,009.59
408k SEP Co. Match	30,604.97
Dental Insurance	6,432.16
Federal Taxes (941/943/944)	4,254.69
Health Insurance	101,226.88
OR Employment Taxes	-331.96
OR Income Tax	1,119.06
OR Paid Family and Medical Leave	203.04
OR Statewide Transit Taxes	20.86
Worker's Comp.	429.83
Total 2100 Payroll Liabilities	222,969.12
2110 Deferred Rev. - Property Taxes	3,642.20
2111 Direct Deposit Liabilities	-14,693.98
2120 Deferred Revenue	0.00
Direct Deposit Payable	0.00
Oregon Department of Revenue Payable	0.00
Out Of Scope Agency Payable	0.00
Total Other Current Liabilities	\$209,192.86
Total Current Liabilities	\$214,864.63
Long-Term Liabilities	
2200 OEDD - Marina	0.00
2300 OEDD - RV Park	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$214,864.63
Equity	
3000 Opening Bal Equity	0.00
3110 Retained Earnings	679,003.26
Net Income	49,412.48
Total Equity	\$728,415.74
TOTAL LIABILITIES AND EQUITY	\$943,280.37

PORT OF ARLINGTON

Profit and Loss Comparison

July 1 - October 4, 2024

	TOTAL	
	JUL 1 - OCT 4, 2024	JUL 1 - OCT 4, 2023 (PY)
Income		
5000 ECONOMIC DEVELOP FUND RESOURCES		77.62
5030 Land Rental Mesa	500.00	
5033 Flex Bldg Lease	3,500.00	14,000.00
5034 Taxes Collected for Triple Net	660.00	2,640.00
5113 Grants - Gilliam County	33,161.50	
Total 5000 ECONOMIC DEVELOP FUND RESOURCES	37,821.50	16,717.62
5200 Gronquist Resources		
5203-1 Richter Lease	3,500.00	500.00
5203-3 Richter's Property taxes	1,500.00	500.00
5204 Colimbia Room Rental	140.00	
5211 Office Space Lease #2	5,400.00	
5213 Office Space #4		3,075.00
Total 5200 Gronquist Resources	10,540.00	4,075.00
GENERAL FUND RESOURCES		
4010 Taxes-Current	2,408.68	
4011 Taxes-Prior		147.71
4020 Interest - NOW Checking	10.87	69.76
4021 Interest - Best A/C	891.34	1,025.89
4022 Interest - LGIP A/C	3,453.29	4,618.68
4030 Land Rental	1,950.00	
4050 Grain Elevator Lease Pymt	125,674.01	
4210 Marina Revenue	895.00	2,807.00
4211 RV Park Revenues		
4211-1 RV Park Monthly Rent	3,014.52	10,035.00
4211-2 RV Park Weekly Rent	775.00	465.00
4211-3 RV Park Daily Rent	2,620.00	4,275.00
4211-4 RV Park Dry Camp	2,575.00	2,160.00
Total 4211 RV Park Revenues	8,984.52	16,935.00
4213 Marina Fuel Revenue	2,836.33	8,692.03
4213-1 Diesel Sales		6,681.35
Total 4213 Marina Fuel Revenue	2,836.33	15,373.38
4215 Shower	441.00	
4340 Willow Creek Rock Sales	97,707.70	
4400 Donations/Gifts		
4211-6 shower Donation		12.00
Total 4400 Donations/Gifts		12.00
4500 Miscellaneous Income	150.00	3,592.72
Total GENERAL FUND RESOURCES	245,402.74	44,582.14

PORT OF ARLINGTON

Profit and Loss Comparison

July 1 - October 4, 2024

	TOTAL	
	JUL 1 - OCT 4, 2024	JUL 1 - OCT 4, 2023 (PY)
RESERVE FUND RESOURCES		
9002 Interest Earned Reserve Fund	772.13	888.69
Total RESERVE FUND RESOURCES	772.13	888.69
Total Income	\$294,536.37	\$66,263.45
GROSS PROFIT	\$294,536.37	\$66,263.45
Expenses		
6560 Payroll Expenses		142.00
Company Contributions		
Health Insurance	20,186.07	20,186.07
Retirement	12,043.51	9,413.02
Total Company Contributions	32,229.58	29,599.09
Taxes	3,909.51	3,775.06
Wages	50,913.49	49,111.40
Total 6560 Payroll Expenses	87,052.58	82,627.55
8400 ECON.DEVELOP.FUND EXPENSES		
CAPITAL OUTLAY		
8431 Land Improvements/Development	729.20	17.98
8432 Engineering & Surveying	5,836.00	3,447.50
8435 Building Projects/Tenant Improv		4,443.68
Total CAPITAL OUTLAY	6,565.20	7,909.16
DEBT SERVICE		
8441 Loan - Principal	2,532.33	844.11
8442 Loan - Interest	503.67	167.89
Total DEBT SERVICE	3,036.00	1,012.00
MATERIALS AND SERVICES		
8423 Legal Fees	1,837.50	1,491.00
8424 Office Supplies & Equipment	428.27	42.95
8424-3 Consultant	21,659.20	
8425 Utilities	423.10	382.00
8426 Advertising & Marketing	81.69	1,787.40
Total MATERIALS AND SERVICES	24,429.76	3,703.35
Total 8400 ECON.DEVELOP.FUND EXPENSES	34,030.96	12,624.51

PORT OF ARLINGTON

Profit and Loss Comparison

July 1 - October 4, 2024

	TOTAL	
	JUL 1 - OCT 4, 2024	JUL 1 - OCT 4, 2023 (PY)
8500 Gronquist Fund Expenses		
Materials and Services		
8521 Utilities	2,415.74	3,064.24
8522 Office Supplies and Equipment		136.07
8523 Legal Fees		63.00
85230 Building Maintenance		1,575.00
8525 Dues / Subscriptions / Fees		20.00
8527 Telephone and Internet	256.00	192.00
8529 Fire Suppression System Inspec	1,461.50	609.67
8531 Alarm Monitoring		162.00
8539 Misc		40.00
Total Materials and Services	4,133.24	5,861.98
Personnel Services		
8510-3 Maintenance		183.81
Total Personnel Services		183.81
Total 8500 Gronquist Fund Expenses	4,133.24	6,045.79
GENERAL FUND EXPENSES		
ADMINISTRATION EXPENSES		
6000 Personal Services - AD		
6015 Employee Benefits Insurance	13,448.00	25,703.26
Total 6000 Personal Services - AD	13,448.00	25,703.26
6100 Materials and Services - AD		
6111 Utilities		309.00
6112 Office Supplies and Equipment	5,360.74	130.53
6113 Legal Fees	9,184.64	266.51
6115 Dues, Subscriptions, Fees		783.46
6115-1 Credit Card Fees	550.62	1,244.61
Total 6115 Dues, Subscriptions, Fees	550.62	2,028.07
6116 Audit, Budget, Legal Notices	600.00	291.00
6117 Telephone and Internet Srv.	995.88	651.73
6118 Advertising - AD		119.88
6121 Donations	500.00	400.00
6122 Meetings and Elections	101.25	362.51
6123 Miscellaneous - AD	150.00	100.00
6125 Training		200.00
6127 Commissioner Conference & Trave		50.00
6128 Staff Travel/Food/Lodging		561.00
Total 6100 Materials and Services - AD	17,443.13	5,470.23
6150 Capital Outlay - AD		
6151 Land/Improvements/Developments		1,086.16
6154 Office Equipment		4,855.18

PORT OF ARLINGTON

Profit and Loss Comparison

July 1 - October 4, 2024

	TOTAL	
	JUL 1 - OCT 4, 2024	JUL 1 - OCT 4, 2023 (PY)
Total 6150 Capital Outlay - AD		-5,941.34
Total ADMINISTRATION EXPENSES	30,891.13	37,114.83
ISLAND PARK		
6620 Materials & Services		
6622 Sanitation	129.00	169.50
6623 Comfort Station Supplies	44.16	209.95
6624 Park Electricity	614.33	283.16
6627 Park Maintenance & Supplies	4,357.50	380.74
Total 6620 Materials & Services	5,144.99	1,043.35
6630 Capital Outlay		
6631 Park Improvements	37,810.80	
Total 6630 Capital Outlay	37,810.80	
Total ISLAND PARK	42,955.79	1,043.35
MARINA		
6720 Materials & Services		24.18
6721 Marina Electricity		401.02
6724 Marina Maint. & Supplies	341.04	148.60
6727 Marina Fuel		
6727-1 Marina Gas	3,512.00	3,846.50
6727-2 Marina Diesel		3,047.50
Total 6727 Marina Fuel	3,512.00	6,894.00
Total 6720 Materials & Services	3,853.04	7,467.80
6730 Capital Outlay		
6731 Marina Improvements		394.76
6733 Marina Equipment	5,732.35	
Total 6730 Capital Outlay	-5,732.35	394.76
Total MARINA	9,585.39	7,862.56
RV PARK EXPENSES		
6320 Materials & Services - RV		
6321 Water Fees - RV		1,153.87
6322 Sanitation - RV		420.00
6323 Electricity - RV Park	2,567.42	2,616.26
6324 WIFI - RV	520.00	390.00
6326 Maintenance & Supplies - RV	150.74	153.26
6329 Sewer		1,349.97
Total 6320 Materials & Services - RV	3,238.16	6,083.36
Total RV PARK EXPENSES	3,238.16	6,083.36

PORT OF ARLINGTON

Profit and Loss Comparison

July 1 - October 4, 2024

	TOTAL	
	JUL 1 - OCT 4, 2024	JUL 1 - OCT 4, 2023 (PY)
WILLOW CREEK QUARRY		1,200.00
6520 Materials & Services - WQ		
6522 Legal Fees - WQ		147.00
6523 Miscellaneous - WQ	2,202.75	
Total 6520 Materials & Services - WQ	2,202.75	147.00
6540 Capital Outlay - WQ	67.50	
Total WILLOW CREEK QUARRY	2,270.25	1,347.00
Total GENERAL FUND EXPENSES	88,940.72	53,451.10
PARK & MARINA EXPENSES		
6220 Materials and Services - PM		
6229 Maintenance & Supplies - PM	3,310.08	
Total 6220 Materials and Services - PM	3,310.08	
Total PARK & MARINA EXPENSES	3,310.08	
Reimbursements	2,329.06	2,010.56
Unapplied Cash Bill Payment Expense	-306.50	-3,438.34
Total Expenses	\$219,490.14	\$153,321.17
NET OPERATING INCOME	\$75,046.23	\$-87,057.72
Other Expenses		
1003-1 LGIP-Misc.		0.05
8600 Environ. Sentry Corp. Projects	25,633.75	1,958.50
Total Other Expenses	\$25,633.75	\$1,958.55
NET OTHER INCOME	\$-25,633.75	\$-1,958.55
NET INCOME	\$49,412.48	\$-89,016.27



DIRECTOR REPORT

October 2, 2024

SENTRY CORP

3. Former Condon Grade School, EPA Pre-Award Work Plan

Required documents have been prepared, reviewed, and revised as directed by EPA and CCLR. We anticipate the corresponding Award Agreement soon, for acceptance of the \$780,000 grant, for environmental remediation and abatement of the former Condon Grade School.

PORT OF ARLINGTON

4. Willow Creek Industrial Plan – Final Presentation by Points Consulting

The Willow Creek Draft Industrial Site Feasibility Plan is now available for review. It will be presented and summarized by Points Consulting. I appreciate their clear focus to identify the three unique portions (A, B, and C) of the overall 64-acre site, and to provide pathways to development. The ideas and options that were developed help to advance the planning process. Ultimately, the intensity of uses and levels of investment we pursue will depend on our input and shared goals.

5A. Amendment No. 1 – Time Extension of the Intergovernmental Agreement for Columbia River Pump Station Limited Access Agreement between City and Port

A two-month (time only) extension is requested by the City for drilling crews to perform work.

5B. Dock Repair Update

In compliance with public procurement procedures, quotes were requested from dock repair firms. As authorized previously by the board, I selected FDS Marine who performed an above-deck and underwater inspection, followed by relevant dock repair which made the needed improvements.

5C. Alkali Ridge Update

The Port is still working to complete the lot line adjustment to purchase the Sallee right-of-way. Anderson-Perry will provide the needed diagrams/documents soon, together with a published schedule for upcoming construction bid for Alkali Ridge subdivision infrastructure improvements.

5D. Other

Conferences

- Attended Oregon Public Ports Association Conference (OPPA) in The Dalles Sept 26-27.
- Upcoming League of Cities (LOC) Conference on October 17-19, 2024 in Bend.
- Special Districts Association of Oregon (SDAO) Conference, February 7-9, 2025 in Bend. Pre-registration opens December 2.

Training

Certain training requirements/certification by Oregon Government Ethics Commission (OGEC). City of Condon will host board training this winter.

Jed Crowther

From: Carson Valley <carson@points-consulting.com>
Sent: Tuesday, October 1, 2024 1:31 PM
To: Jed Crowther
Cc: Brian Points
Subject: September Monthly Report

#4

Good afternoon Jed,

Thanks again for your patience on the comprehensive draft yesterday.

I'm reaching out today to give you the monthly report for September a few days early. We are near the end of the project, so this is mainly outlining how we anticipate the month of October playing out.

- The Willow Creek Draft Industrial Site Feasibility Plan was sent on **9/30**.
 - This is a comprehensive draft and incorporates recommended development scenarios and cost estimates.
- We ask that the commissioners all take a look at the draft by next **Thursday, October 10th** before we join the Commissioners' Meeting to discuss the development scenarios.
- After receiving feedback from you all, we will integrate all comments and feedback into the report by **October 16th** and we will send it back your way.
 - This October 16th draft is, in essence, our final draft
- We ask that this draft is reviewed by **October 23rd** and feedback is sent our way, if there is any.
- We will then send the report into our design process and send you the finalized, designed report by **October 31st**

Let me know if there are any questions.

Thank you,

Carson Valley
Economic Analyst



120 Line St
Moscow, ID 83843
carson@points-consulting.com
(509) 999-4048

1. All capitalized undefined terms used in this Amendment (including, without limitation, in the Recitals and introductory paragraph hereto) shall have the meanings assigned in the Columbia River Pump Station IGA.

2. The expiration of the Evaluation Period defined in the third recital of the Columbia River Pump Station IGA shall be changed from 5:00 p.m., local time, on Thursday, October 31, 2024 to 5:00 p.m., local time, on Tuesday, December 31, 2024.

3. Other than the extension of the Evaluation Period as specified in paragraph "2" of this Amendment, there are no changes to the Columbia River Pump Station IGA, which shall remain in full force and effect, as amended.

IT IS SO AGREED:

For the City of Arlington:

For the Port of Arlington:

Jeffery Bufton, Mayor

Jed Crowther, Executive Director

Date: _____

Date: _____

Approved as to form:

Approved as to form:

City Attorney

Attorney for the Port