

Regular Commission Meeting
September 11, 2025, MINUTES
5:00PM
1650 Railroad Ave., Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 5:00pm 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 left 6:17pm)

Absent: None

Audience: Grant Wilkins (left 6:17pm), Cris Patnode (via zoom, left 6:07pm), Tiffani (via zoom, left 5:50pm)

2. Public Comment-

County Commissioner Grant Wilkins asked if there was an audit status, he didn't see it as an item on the agenda, he was advised it was on the agenda under the Directors Report as the first item. Commissioner Wilkins stated he would wait for that item for further comment.

3. Consent Agenda

Greiner said there was one correction in minutes under 4.2, Chet needed his official title added with his name, so when people look at these years later, they'll know the context better. Rayburn was asked by Wilkins if there was anything further, they needed to know regarding the minutes or financials. She stated there was nothing this month, but next month expect a larger than usual VISA bill due to the EPA trip to Chicago. The entire trip would be reimbursed with our EPA grant.

3.1. Approve Regular Meeting Minutes for August 14, 2025

3.2. Approve July & August 2025 Accounts Payable and Financials

Motion: Greiner moved, and Wilkins Seconded to approve the Regular meeting minutes for August 14, 2025, with stated corrections and the July/August2025 Accounts Payable and Financials. Motion passed unanimously.

4. Director Report

4.1. Audit Status

Crowther stated the audits are delayed, even though we hired an auditor 3 years ago, but the Port is still behind. This is a serious issue that we are being proactive with. The Secretary of State issued a letter saying that the Port is delinquent to the County, and our attorney Anna Cavaleri has been firm on getting us a plan to get back in compliance, and out of delinquent status. The County does have procedures they have to follow, including a hearing for dissolution, but the County should be able to keep it open until the Port gets into compliance, then they can close it once the Port is back in compliance with the yearly audits. Greiner asked about the Financial Statement, Rayburn informed her there was a request received yesterday for documents from the Port, and she would need verification from Cavaleri what to include and the timeline. Cavaleri gave an overview of ORS 198.350 that requires the financial statement, and a little more clarity regarding this whole process for the hearing and dissolution. She stated she would be in constant communication with the Port staff, the auditor, the County Court, and the Secretary of State giving updates. Greiner stated that she spoke with her auditors, and if our auditors couldn't commit to the timeline, then they could potentially take over. Cavaleri stated we entered into an agreement with Pauly Rogers and there

will be consequences if they do not meet the timelines they agreed and signed to. Cavaleri also would like to reiterate that she wants to commend everyone on their acknowledgement as well as quick response, and the most important thing is how do we get this rectified. Commissioner Grant Wilkins asked if Amy John (Secretary of State) is being included or contacted. It was confirmed she has been contacted, being CC'd on emails, and was given the corrective action plan. Rayburn stated she didn't know if this was part of the issue, but this week, she noticed that some of the mail that comes from the Secretary of State is addressed to "The Port of Arlington" and some comes addressed to "Alice Courtney" which was 3 Administrative Assistant's ago. County Judge Cris Patnode stated when she spoke to the Secretary of State she was advised The Port confirmed the state had the correct mailing address on file. Rayburn stated yes, they did have the correct PO Box on file and didn't know if the addressed to name could have been some of the issues for the last letter. She just wanted to state if it was an issue, it has now been corrected.

4.2. Construction

Crowther advised Pacific Power completed the Subdivision Distribution System Contract as discussed previously. The Pacific Power design would cost \$36,058, which would not require action because it was under the \$50,000 threshold he was allotted at the last meeting. Wilson asked about communication lines, Crowther would follow up with Anderson Perry and Arlington TV coop. Bolen is available to perform the electrical installation and will be submitting a change order for \$94,720. It's an add that would need to be approved by the Board, which Crowther is recommending approval. Greiner asked if the fiber would also be a change order through Bolen for that. Crowther stated all the electrical would be outside of the paved area if it is added later, but what they could do now would save cost.

Motion: Wilkins moved, and Wilson seconded to approve Change Order No. 1 by Bolen Construction for electrical infrastructure in the amount of \$94,720. Motion passed unanimously.

4.2.1.Final Plat

The City of Arlington has certain planning processes and steps to follow that take time. The Port already went through the tentative planning process, but now there are a few changes since that time. This newest layout has access to a frontage right-of-way for every lot proposed. There are options for the larger lots to still be developed, the front Northeast being the most developable ready. There were some changes to some of the lot sizes, and the opening into the house and shop parcel. There needs to be a hearing for final plat approval. There have been some complaints during construction. Two people complained to the Port directly. Jeff Steeves; concern about the catch basin used by the City of Arlington and his property. Anderson Perry created an easement for his overflow to give him peace of mind. Jeff Steeves also had concerns about the basin being a wetland, which Anderson Perry responded and clarified that it is a non-jurisdictional wetland. Jeff Steeves had concern regarding the installation on his property, specifically a repair that was done, the City of Arlington put a temporary fix in place, until Bolen came back a few days later to properly fix it. Wilkins asked if we had a 1-year warranty with Bolen and was told yes. Steeves also had concerns about whether there was an inspector not being paid by the Port evaluating the work. The other complaint was from Kevin Davidson regarding dust; Crowther did go up there to look and visit with him. That day there was a lot of powdery dust, Bolen did have a blowout tire on their water truck that day, and they were bringing in a trailer the next day until the truck was repaired. Bolen also ruptured the 6" main going into the estates when they were digging to tap into it. Wilkins asked if we had made a decision regarding the sidewalk, and was informed it was included in the plans and would be put in. President Shannon asked about the timeline and if we should be submitting plats and rezones at the same time. Crowther stated we better follow the sequence one at a time.

4.2.2.Marketing

Crowther advised the Port did put out an RFP for marketing/realtor services, the Port has received 3 submissions so far. Greiner asked if the RFP had closed, Crowther stated he did not

put a closing date. He stated he would like one of them to come and present to the Board at the October meeting. Greiner stated she liked in the second proposal about them walking the port through the process and making suggestions on marketing. Crowther stated this activity is more complex than just posting on a website and selling lots. Consensus to inviting LandWise to the October meeting.

4.3. Aeroval Lease implemented

This is a lease that kept getting pushed out. They finally got approval from FAA to be able to do their operations. Still waiting on a signed lease from Aeroval.

4.4. Avangrid Community Benefit Agreement-\$461, 250 Payment forthcoming

This is something that happened back in 2023, the \$461,250 donation was to happen when they start their second phase. It is getting ready to start, and this will be good to help make up the change order they just approved.

4.5. Alpine-Zoning CUP Application

The Port had Alpine previously in a building that was sold, in the Industrial Zone. The Port made a lot of renovations in the old Insitu building to move Alpine into it. The former Insitu building is located in the Airport Zoning, and because of this it will require a conditional use permit for Alpine to operate in. It will need to go to Planning Commission for approval. Wilkins asked about the hanger building, Crowther would look into it, and proceed with a permit there as well if needed.

4.6. Tidewater Barge-Support Letter

Letter received through Senator Wydens office. Tidewater is going to put in an application for fertilizer to be delivered by barge. The Senator's office is asking for letters of support in the local area before they issue a letter. Crowther thought there would be potential for Willow Creek to have a barge dock there and revisit that project. All Tidewater is asking for now is the right to travel the river with fertilizer which would increase barge traffic.

4.7. Projects

4.7.1.Paving

The Arlington Mesa needed a patch paved on the road where the Port previously had utilities ran across the road, the price \$2,912, for that work was within Crowther's spending authority so he approved it. The Gronquist parking lot is also having work done but not completed yet, they are filling all the cracks and repainting the lines, that work is estimated at \$4,643.20 which did just exceed his limit. Crowther did approve the quotes and needed the board to ratify them if they agreed to it. James made a good effort to chase down multiple quotes for the projects. Questions arose if there was a legal easement to our building still since we sold the property. Crowther and Anna would look into it.

MOTION: Greiner moved, and Wilson seconded to ratify and approve both quotes by Seal Kote. Motion passed unanimously.

Greiner asked if they needed to up Crowthers spending authority amount. Crowther stated it was a policy, so he would have to write out a policy to be updated and approved if the Board wanted to go that route. It was discussed it should be updated since things are getting increasingly expensive since the last time the policy was updated.

4.7.2.Sewer Lift Station

The Port sought out 3 quotes for the sewer lift station in the RV park, but only one company responded with a quote in the amount of \$35,000. The Port knew the lift station would need work done and prepared for it in the budget, this quote does not include the electrical work that will also need to be performed.

Motion: Greiner moved, and Wilson seconded to approve the Kerns Brother, LLC bid of \$35,000 and authorized Jed up to an additional \$15,000 to complete the project. Motion passed unanimously.

Krebs suggested checking with the Energy Trust of Oregon if they have any energy efficiency incentive funds available the Port could utilize for this project.

4.8. Other

Crowther attended an infrastructure conference. Hayden Homes partnered with City of Sutherlin for workforce housing, and they got it done, it was an impressive session. He attended a capacity building session, how does a small staff work efficiently, and there is networking that could help with that. President Shannon stated we should look into an entity like Hayden homes to look at our project.

5. Presidents Report, Leah Shannon

Nothing to report.

6. Commissioner Reports

6.1. **Ron Wilson**-nothing

6.2. **Kip Krebs**- found an outdated Port of Arlington handout in the City Library.

6.3. **Kathryn Greiner**-nothing

6.4. **Gibb Wilkins**- nothing

Anna stated she looked into it, and we do have an easement to our buildings on the Arlington Mesa. An easement given from JR Krebs to the county.

7. Next Meeting

Commission Meeting- Thursday, October 9, 2025, at 5pm at City of Condon conference room in the City Hall.

8. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 6:17pm.

President Leah Shannon

Vice President Ron Wilson