



Thursday, November 14, 2024, at 4:00 pm

Location: Tour Proctor House and Shop at 4 pm, 1500 Main Street, Arlington, OR  
Gronquist Building, Lower Conference Room at 5 pm for all other items  
1650 Railroad Ave, Arlington, OR

Join Zoom Meeting

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

Meeting ID: 953 785 4875

+16699006833,,85648511236# US (San Jose)

+12532158782,,85648511236# US (Tacoma)

**Regular Commission Meeting Agenda**

**Thursday, November 14, 2024**

- A. Call Meeting to Order**  
Tour Proctor House and Shop at 4 pm
- B. Public Comment on Non-Agenda Items at 5 pm**
- C. Consent Agenda:**
  - 1. Approve Regular Meeting Minutes for October 10, 2024
  - 2. Approve October 2024 Accounts Payable and Financials
- D. Director Report**
  - 1. Alkali Ridge
  - 2. Lease Extensions
  - 3. Willow Creek Industrial Plan
  - 4. Dry Camping Concern
  - 5. Sunken Vessel Wreck Removal
  - 6. Kathryn Greiner – League of Cities Award
  - 7. Former Insitu Building – Build-to-Suit Preparation
  - 8. Other
- E. President Report**
- F. Commissioner Reports**
- G. Executive Session, ORS 192.660(2)(e):** To conduct deliberations with persons designated by governing body to negotiate real property transactions. *(Placeholder)*
- H. Decision or deliberations on Real Estate Transactions** *(Placeholder)*
- I. Next Meeting – Thursday, December 12, 2024 at Port of Arlington**
- J. Adjourn Meeting**

**Port of Arlington Environmental Sentry Corp Meeting**

**Thursday, November 14, 2024 Immediately following Port Meeting**

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

**Port of Arlington  
Environmental Sentry Corp Meeting  
October 10, 2024, MINUTES  
5:00PM  
Condon City Hall, 128 S. Main Street, Condon, OR**

- 1. The Port of Arlington Environmental Sentry Corp meeting was called to order at 5:03pm by President Wilkins.**

**Present:** President Gibb Wilkins and Vice President Kip Krebs; Commissioners: Leah Shannon, Kathryn Greiner and Ron Wilson; Port Director, Jed Crowther, Attorney Anna Cavaleri, and Administrative Assistant, Kayla Rayburn.

**Absent: None**

**Audience: Brian points (via zoom) Carson Valley (via zoom)**

- 2. Public Comment- none**

- 3. Consent Agenda**

- 3.1. Approve July 11, 2024, meeting Minutes**

**Motion: Greiner moved, and Wilson seconded to approve July 11, 2024, Port of Arlington Environmental Sent Corp minutes. Motion passed unanimously.**

- 4. Adjourn Meeting**

**President Wilkins adjourned The Port of Arlington Environmental Senty Corp meeting at 5:05pm.**

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President Gibb Wilkins

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Vice President Kip Krebs

**Regular Commission Meeting  
October 10, 2024, MINUTES  
Immediately following POA Environmental Sentry Corp  
Condon City Hall, 128 S Main Street, Condon, OR**

**1. The Port of Arlington Commission meeting was called to order at 5:06pm 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

**Absent:** None

**Audience:** Brian Points (Zoom left 5:54pm), Carson Valley (Zoom left 5:54pm)

**2. Public Comment- None**

**3. Consent Agenda**

3.1. **Approve Regular Meeting Minutes for September 12, 2024.**

3.2. **Approve September 2024 Accounts Payable and Financials**

**Motion: Wilkins moved, Krebs seconded to approve Regular Meeting Minutes for September 12, 2024, and September 2024 Accounts Payable and Financials.**

**4. Willow Creek Industrial Plan- Final Presentations by Points Consulting.**

Brian Points and Carson Valley asked for any questions the Commissioners had regarding the Report they put out. There were a few clarification questions on terminology used in the report and explained before Commissioners started giving feedback. It was explained all the cost estimates are high because the assumption was that every square foot would be developed in these scenarios.

Brian and Carson then went through each scenario, with their reasoning behind it. The Commissioners discussed the scenarios points came up with, and how they could potentially develop them moving forward. Getting a pool for grants so they had a match when they started developing. The Commissioners are more in agreement about shying away from recreation and RV Parks at Willow Creek. They think they need to develop the quarry, and let it naturally prep the land for future development. This would be a long term plan, nothing that would be developed immediately.

Brian and Carson are hoping to wrap it up by the end of the month and present it to the commissioners with a final product. Greiner asked for one clarification to be put in on the developments that it does not include water/electricity. Crowther asked if he was supposed to start the process for ground water permitting since it is taking so much longer to secure a water permit. Crowther wanted to commend the process that there has been a back and forth. Brian and Carson have taken the interest and been at the meetings monthly to fine tune the report each step of the way.

**5. Director Report**

**5.1. Amendment No. 1- Time Extension of the Intergovernmental Agreement for Columbia River Pump Station Limited Access b/t Port and City.**

Crowther advised the City approved this at the City Council the night before, it's a 2-month extension no other changes made to the document.

**Motion: Wilkins moved, Krebs seconded to approve the 2-month extension on the IGA for the Columbia River Pump Station Limited Access between the Port and City. Motion passed unanimously.**

### **5.2. Dock Repair Update**

Crowther advised he contacted 3 firms, and selection FDS Recovery. They were the same company that did the boat recovery this summer, and the inspection/list of damage that needed to be repaired. He was authorized last month to not exceed \$15,000 and the cost for repairs came to \$14,300. That amount will be submitted to the Boat owner's insurance to recoup costs. The other portion of the invoice was the rec removal at \$76,200, which will also be submitted to the boat owner's insurance but was authorized up to \$150,000 prior. At this time the Port has not paid out anything, and will not until the Insurance company has a chance to pay it.

### **5.3. Alkali Ridge Update**

Brad Baird is working on the lot line adjustment for the Sallee right away, once finished it's another documentation that requires all the county signatures before being recorded. The Lot development bid will go out soon, with flexibility to work on it in between projects for a contractor, hopefully by having sufficient time. It will allow contractors to bid for the project at a lower cost. Last month it was discussed to potentially lower the asking price for the lot with the House/Shop, so Crowther asked Lee Dockins how many showings, in person there were, and there wasn't any. Our contract with Mountain Valley Realty is up in November. Krebs suggested last month to do a long-term Air BnB for a while, if it is listed as an Air BnB it removes the home from the market for showing/availability to sell it. Crother advised he was also approached by Jeff Steves about renting the property, he was thinking 6 months. Crowther advised he was hesitant as a port to be residential landlords. Concerns about renting it, and what could potentially happen to it with renters. Greiner thinks the house should be pulled off the market and not lowered, get someone in there living and not let the house sit vacant. Overall, it was a consensus to lower the asking price to \$699,000 for the last month. See if there is a hit and reach out to the Air BnB company about long term renting. The Commissioners were also advised there is a SDAO conference in Bend, and the pre-registration is December 2<sup>nd</sup>. Greiner stated there is a training in the City of Condon on January 23<sup>rd</sup>, at the memorial hall, it qualifies as the required public meeting training, come at 5, and the meeting goes from 5:30-8pm.

### **5.4. Other**

Overnight camping by tribal members; they set up a tent over by the industrial area by the truck scales, they were asked to move the tent to the designated camping area. They have it there because they are watching the nets. We talked to Tribal police, officer Daniels, and he directed the Port to talk to local police. Local Police investigated, and due to a treaty and case law they reviewed they elected not to pursue it further. They said to reach out to our lawyer if we felt we were still within our right. Commissioner Wilson stated they had run into this before, and a letter was sent to Tribal Nations. Crowther and Anna would investigate that for the next season, since this fishing season is almost at an end.

## **6. Presidents Report, Leah Shannon**

She attended the OPPA conference in the Dalles, toured the dam, and went to the welcoming dinner. The Dam was very interesting, and there was a handout that showed one 4 pull barge is the equivalent to a 100-car unit train, and 538 cars. Showing how efficient river use was compared to other methods currently being utilized.

**7. Commissioner Reports**

- 7.1. **Ron Wilson**-He stated our staff has had to spend 100s of hours to handle the sunken boat and wanted to reiterate how well the staff did.
- 7.2. **Kip Krebs**- had a good time at the OPPA conference.
- 7.3. **Kathryn Greiner**-Ethics training she is setting up.
- 7.4. **Gibb Wilkins**- Great feedback with the mixed housing, so the opinions are turning, and the Speck house has sold.

**8. Executive Session ORS 192.660(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 6:38pm**  
**Shannon Adjourned Executive Session at 6:55pm**

**Motion: Greiner move, and Krebs seconded, that Leah and Jed be authorized to enter into a contract on the Port's behalf with an undisclosed buyer for the sale of real property owned by the Port described as map Tax Lot: 032N21E000-00508 Pursuant to ORS 777.116(1) which allows the Port to convey, lease or otherwise dispose of real property because the sale is necessary and convenient to achieving economic goals and ORS 777.250(2)(c), which allows the Port to sell tracts of land within an industrial of research and development Park. Motion passed unanimously.**

**9. Next Meeting**

Commission Meeting- Thursday, November 14, 2024, at 5:00pm, at the Port of Arlington.

**10. Adjourn Meeting**

**President Shannon adjourned The Regular Commissions meeting at 6:55pm.**

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President Leah Shannon

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Vice President Ron Wilson



# DIRECTOR REPORT

November 8, 2024

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## 1. Alkali Ridge

A. Tour Proctor House and Shop Nov 14 at 4 pm, at 1500 Main Street, Arlington, OR.

### B. Marketing Options

1. Current Real Estate Listing, \$699,000; by Mountain Valley, listed thru 11-20-2024.
2. Lease with Option-to-Buy – Not best-suited to Port, more for private transactions.
3. Long-Term Rental, similar to Air BnB.

*Andre Allison, AXYS Group will attend and inform of rental program.*

***Motion: Move to approve rental contract pending acceptable review.***

### C. Subdivision Work

1. Infrastructure – Board Authorization requested to advertise for construction bids. City of Arlington agreed to provide their share of upsized or parallel waterline costs.

***Motion: Move to authorize posting construction bid requests for Alkali Ridge.***

2. Sallee Lot Line Adjustment – Approved previously. County Surveyor review soon.

3. Capital Grant Extension to 12-31-2025 – Gilliam County Court approved 9-6-2024.

4. City Middle Housing Code Updates – Potential zoning code density advantages.

## 2. Lease Extensions

A. Gronquist Office Room 1 – County Court – Gilliam County Court approved the basic draft lease extension on Nov 6 plus added some more standard renewal provisions.

***Motion: Move to approve Gronquist Office Room 1 Lease Extension/renewal.***

B. Gronquist Office Room 3 – Victim's Advocate – Gilliam County Court approved the basic draft lease extension on Nov 6 plus added more standard renewal provisions.

***Motion: Move to approve Gronquist Office Room 3 Lease Extension/renewal.***

C. Watco Railroad – The Watco lease is coming up for renewal at the end of this year, and Watco requested an extension.

***Motion: Move to approve Lease Extension with Watco.***

3. Willow Creek Industrial Plan – The Final Report was completed by Points Consulting.

***Motion: Move to approve Final Report by Points Consulting for Willow Creek Industrial Plan.***

4. Dry Camping Concern – Letter sent to Yakama Nation.

5. Sunken Vessel Wreck Removal – Port Cost Summary for Insurance Reimbursement.

6. Kathryn Greiner – League of Cities Award – Submitted letter of support from the Port. Congratulations to Kathryn on this prestigious award! Please follow the link to the LOC Conference awards presentation: <https://www.youtube.com/watch?v=p1tAK64vmLA>

7. **Former Insitu Building** – Build-to-suit preparation of the warehouse and outer canopy portion of the site for Alpine (reserving the office space for another potential future user).
- A. **Gravel Yard** – Add gravel in front yard for truck turnaround access, utilizing Port stockpiled rock/gravel from Willow Creek. Upcoming quote by L3, in amount TBD.  
**Motion: Move to approve gravel yard contract with L3 upon acceptable review.**
- B. **Fence Gate** – Add gate for truck approach to unloading ramp. Upcoming quote.  
**Motion: Move to approve fence gate/installation by \_\_\_ in the amount of \$\_\_\_.**
- C. **Lights** – Move existing warehouse lights up to ceiling for better forklift clearance. Quote by Gordon Electric.  
**Motion: Move to approve quote by Gordon Electric to move lights in the amount of \$3,553.**
- D. **Heaters** – Move warehouse heaters up and over, located above forklift travel lane, provide clear space for racking placement and product storage. Upcoming quote.  
**Motion: Move to approve quote by \_\_\_ to move heaters in the amount of \$\_\_\_.**
- E. **Concrete Pad** – Need to fill a gap for forklift access to outer canopy and truck ramp. Upcoming bid by China Creek Construction.  
**Motion: Move to approve quote by \_\_\_ for concrete pad in the amount of \$\_\_\_.**

**SENTRY CORP**

**EPA Award – Former Condon Grade School**

**Motion: Move to approve EPA Award for environmental remediation and abatement of the former Condon Grade School in amount of \$780,000 upon acceptable review.**







## CAPITAL PROJECTS

October 23, 2024

by Jed Crowther

DIC3

The Port of Arlington has two large capital projects which take some time to develop, especially Condon Grade School with the Federal grant application and award process. Both projects are advancing very well and would involve requesting time extensions to the awarded grants by Gilliam County, as follows:

### **Alkali Ridge Infrastructure**

Gilliam County awarded \$1,222,647 on March 6, 2024.

#### Project Schedule

- Engineering Design – October 2024.
- Project Bids – December 2024.
- Bid Opening – January 2025.
- Award Contract – February 2025.
- Construction – February-May 2025.

***Time Extension requested to December 31, 2025.***

### **Former Condon Grade School**

Gilliam County awarded \$487,500 on December 21, 2022.  
Time Extension approved on July 5, 2023.

#### Status and Sequence

Our application has two key steps: Environmental Remediation and Redevelopment. As planned, the Gilliam County Award helped to leverage State and Federal awards for Environmental Cleanup and sought to reserve the County Award for Redevelopment.

#### Progress

- State Brownfield Awards: \$60,000 on Dec 5, 2023 and \$25,000 on Jan 22, 2024.
- EPA Grant Pre-Award \$780,000 on May 20, 2024 for Environmental Cleanup.

#### Schedule

Environmental Work Plan – Primary Remediation to be completed by October 1, 2025.  
Redevelopment Plans – Depending on building condition following cleanup.

#### Grant Extension

We recognize the County Grant is older, but it syncs with the State and Federal Awards. For this reason, it would be best to allow another time extension, if possible, to then be able to proceed efficiently with redevelopment, as environmental cleanup is completed.

***Time Extension requested to December 31, 2025.***

YOU'RE INVITED!!!



D1C4

# MIDDLE HOUSING CODE UPDATES

## OPEN HOUSE

Learn and provide your input on the housing choices you'd like to see in Arlington! Your input will guide amendments to the Zoning Code & Comprehensive Plan.

Tuesday Evening  
October 22, 2024  
6 pm to 8 pm

GRONQUIST COLUMBIA ROOM, 650 RAILROAD AVE.

### DUPLEX

Two connected or separated dwelling units on a single lot or parcel



### TRIPLEX

Three connected or separated dwelling units on a single lot or parcel



### QUADPLEX

Four connected or separated dwelling units on a single lot or parcel



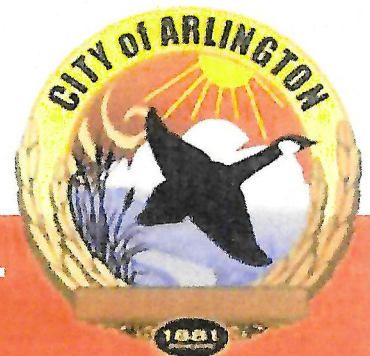
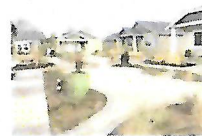
### TOWNHOUSE

A dwelling unit that is part of a row of two or more attached dwelling units, where each unit is located on an individual lot or parcel and shares at least one wall with another dwelling unit



### COTTAGE CLUSTER

A grouping of multiple unconnected dwelling units on a site with a common courtyard; each dwelling may share a single lot or occupy its own lot



DZA

**COMMERCIAL BUILDING LEASE  
AMENDMENT NO. 1**

**Whereas**, the Port of Arlington ("Landlord") and Gilliam County Court ("Tenant") entered into a lease of Room 1 in the Gronquist Building ("Building") located at 1150 Railroad Avenue, in the City of Arlington, Oregon, effective May 4, 2022 ("Lease") for an initial term expiring effective May 1, 2023; and,

**Whereas**, pursuant to section 1.3 of the Lease, Landlord and Tenant agreed to extend the Lease term for an additional one (1) year term as documented by email from then presiding County Judge Elizabeth Farrar, sent to Port Executive Director Jed Crowther on March 27, 2023, extending the expiration of the Lease for one (1) year to May 1, 2024; and

**Whereas**, pursuant to section 1.3 of the Lease, Landlord and Tenant desire to extend the Lease term for an additional one (1) year term, extending the expiration of the Lease to May 1, 2025.

**Now therefore**, Landlord and Tenant agree as follows:

1. Pursuant to section 1.3 of the Lease, the Lease term was extended for an additional one (1) year term to May 1, 2024, by mutual agreement of the parties as documented by email from then presiding County Judge Elizabeth Farrar, sent to Port Executive Director Jed Crowther on March 27, 2023; and

2. Pursuant to section 1.3 of the Lease, the Lease term shall be extended for an additional one (1) year term and the Lease shall remain in effect through May 1, 2025.

Except as modified by this Amendment No.1, to Lease, all terms and conditions of the Lease shall remain in full force and effect.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

By: LANDLORD  
PORT OF ARLINGTON

\_\_\_\_\_  
Leah Shannon, Port Commission Board President

By: TENANT  
GILLIAM COUNTY

\_\_\_\_\_  
Cris Patnode, County Judge

DZB

**COMMERCIAL BUILDING LEASE  
AMENDMENT NO. 1**

**Whereas**, the Port of Arlington ("Landlord") and Gilliam County Victim's Assistance Department ("Tenant") entered into a lease of Room 3 in the Gronquist Building ("Building") located at 1150 Railroad Avenue, in the City of Arlington, Oregon, effective May 4, 2022 ("Lease") for an initial term expiring effective April 1, 2024; and,

**Whereas**, pursuant to section 1.3 of the Lease, Landlord and Tenant desire to extend the Lease term for an additional one and one-half (1 ½) year term, extending the expiration of the Lease to September 30, 2025.

**Now therefore**, Landlord and Tenant agree as follows:

1. Pursuant to section 1.3 of the Lease, the Lease term shall be extended for an additional one and one-half (1 ½) year term and the Lease shall remain in effect through September 30, 2025.

Except as modified by this Amendment No.1, to Lease, all terms and conditions of the Lease shall remain in full force and effect.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

By: LANDLORD  
PORT OF ARLINGTON

\_\_\_\_\_  
Leah Shannon, Port Commission Board President

By: TENANT  
GILLIAM COUNTY

\_\_\_\_\_  
Cris Patnode, County Judge

DZC

**GROUND LEASE  
AMENDMENT NO. 1**

**Whereas**, the Port of Arlington ("Lessor") and Palouse River and Coulee City Railroad, LLC ("Tenant") entered into a ground lease for approximately 21,836 square feet over and including the northwesterly portion of Gilliam County Map and Taxlot No. 03N21E28-00-00205 located at 1620 Railroad Avenue in the City of Arlington, Oregon, effective January 1, 2020 ("Lease") for an initial five (5) year term expiring effective December 31, 2024; and,

**Whereas**, by mutual agreement of the parties, as documented by this Amendment No. 1, Lessor and Lessee desire to (i) allow the Lease to be modified pursuant to the terms set forth hereinbelow; (ii) extend the initial term of the Lease for an additional one (1) year with a new expiration date of midnight, December 31, 2025; and (iii) retain Lessee's option to renew the Lease for an additional five (5) years, but revise the renewal period from the 1<sup>st</sup> day of January, 2025 through midnight on the 30<sup>th</sup> day of December 2030 to the 1<sup>st</sup> day of January, 2026 through midnight on the 30<sup>th</sup> day of December 2031.

**Now therefore**, Lessor and Lessee agree as follows:

1. Modifications. The Lease may be modified only by endorsement in writing, dated and signed by Lessor's and Lessee's respective authorized representatives.

2. The Lease term shall be extended for an additional one (1) year term and the Lease shall remain in effect through midnight on December 31, 2025.

3. Lessee shall have the option of renewing the Lease for an additional five (5) years on the same terms and conditions as stated in the Lease, beginning on the 1<sup>st</sup> day of January, 2026 and ending at midnight on the 30<sup>th</sup> day of December, 2031, subject to Lessee's notification to Lessor, in writing, of the intent to exercise the renewal option at least thirty (30) days prior to the expiration of the initial term, as extended by this Amendment No. 1.

Except as modified by this Amendment No.1, to Lease, all terms and conditions of the Lease shall remain in full force and effect.

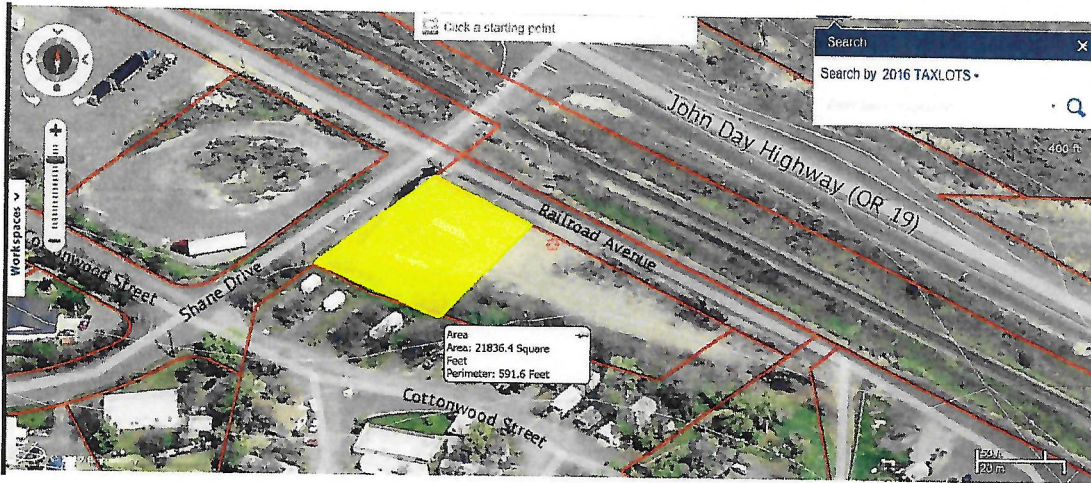
DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

By: LESSOR  
PORT OF ARLINGTON

By: LESSEE  
PALOUSE RIVER AND COULEE  
CITY RAILROAD, LLC

\_\_\_\_\_  
Leah Shannon,  
Port Commission Board President

\_\_\_\_\_  
[Name of Lessee's Authorized Rep],  
[Title of Lessee's Authorized Rep]



October 28, 2024

D4

Aja DeCoteau  
Executive Director  
Confederated Tribes and Bands of the Yakama Nation  
401 Fort Rd.  
Toppenish, WA 98948

Dear Aja,

The Port of Arlington operates an RV Park and Marina located at 100 Port Island Rd. in Arlington, together with a designated dry camping area. We welcome everyone, charge reasonable and affordable rates for use of the RV Park and camping area, and the Port's established rules are clearly posted and available to all of our guests. Our governing policies (*attached*) are designed to maintain safe and enjoyable use for all Port RV Park and Marina visitors.

We share our concern regarding a recent incident involving tribal members at the Port of Arlington. While the Port does not have a formal agreement with the Yakama Nation, we have always tried to maintain a positive and respectful relationship with tribal members and all visitors.

We recognize the importance of fishing to your community and have always respected the rights of tribal members to fish in our area. However, we recently had a situation where a tribal member erected a tent far outside of our properly designated camping area without prior notice/permission.

It is our understanding that the member's intention was to monitor their fishing nets for poachers. While we value their efforts to protect tribal resources, we are concerned that the tent placement in a non-camping heavy industrial area might impact their own safety and the safety of others.

We are disappointed that there was no prior communication or coordination about camping plans and when asked to move to the proper dry camp area, tribal members disregarded our requests. We believe that open communication is essential for maintaining a harmonious relationship.

The Port of Arlington is committed to finding a mutually beneficial solution to this unauthorized use. We genuinely appreciate cooperation and collaboration to work together. We respectfully request a day/time to discuss this matter further with your council. Thanks for your time and consideration.

Sincerely,



JED CROWTHER  
Executive Director



100 Port Island Road  
Arlington, OR 97812  
**(541) 705-2004**

## Port of Arlington Recreational Vehicle Park Rules and Regulations

RV rules are established to provide access, maintain safety, and invite use by park visitors to the Port. Our goal is to assure beneficial use of public facilities, and to promote order, safety, and cleanliness.

### RV Quality

1. RVs must be in good working condition and appearance, subject to management's discretion. No vehicles are allowed that are not in good operating condition and appearance.
2. RV and/or camper exteriors must be in good condition, no broken or painted windows or doors, and free from rust. An RV is subject to management's approval after visual inspection if needed. A certificate of insurance for the RV must be made available to management staff as requested.
3. All RVs shall be towed and parked in RV space by owner's vehicle unless by prior arrangement.
4. Motorcycles are permitted only as transportation entering or exiting park. No skateboards.

### Designated Locations

1. The paved parking lot is primarily designated for access to boats and for boat launch parking.
2. RVs are restricted to park in the RV Park with a valid reservation or gravel space in Dry Camp. Extended-stay parking is restricted and is subject to Corps of Engineer lease term conditions.
3. Motors or generators are not allowed in the full hook-up RV Park, but they are allowed at the west end of the Island Park peninsula for Dry Campers.
4. No heavy mechanical repair on any vehicle may be done in the park. No storage of vacant RVs.
5. No business operations, including owner rental of their RV's, are to take place in the park.
6. No parking on streets, lawns, landscaped areas or in empty RV spaces. Please do not block vehicle entrances or exits, to maintain central access for emergency response and fire safety.

### Order and Cleanliness

1. Each RV space or Dry Camping site shall maintain their area clean and avoid sprawl of their belongings beyond 5 feet from their RV unit. Only lawn-type furniture is allowed outside.
2. All garbage and trash must be wrapped or bagged in plastic and placed inside garbage cans.
3. Check-out time is by 12:00 noon.
4. Quiet times are from 10:00 p.m. until 7:00 a.m. (no loud noise or music allowed at any time).
5. All pets must be under control of owner; leashes recommended to protect your pet and others. Do not leave pets unattended. Pets are not allowed inside any park buildings or left tied up. Please pick up and deposit all droppings in receptacles provided by the Port. If an animal is unruly or barking, the owner may be asked to leave the RV Park.
6. Guests will be required to pay for any damages that they or their visitors may cause to property; i.e., damage to faucets, water pipes, picnic tables, etc.
7. No food, drinking or loitering in the rest room. Please accompany children using the rest rooms. Please help us keep all areas clean. Please report any damage or untidiness to management.
8. No washing of clothes or dishes is allowed in restrooms, and no clotheslines are permitted.
9. Smoking is not allowed in any park buildings. Rowdiness or drunkenness is prohibited and can result in eviction.
10. No firearms and fireworks or other lethal weapons are to be discharged inside the park.
11. \$25.00 late fee added on the 5th day after payment is due unless prior arrangements are made.
12. **During winter months, guests are responsible for wrapping their water lines with heat tape and insulation. Contact the office if you need assistance.**

*Participants and visitors are asked to please follow Port of Arlington RV Park Rules and Regulations. Violators may be subject to reminders, warnings, and dismissal. Please enjoy a fun and safe RV Park.*





# SUNKEN VESSEL REMOVAL PORT COST SUMMARY

D5

September 20, 2024

Documentation is attached of sunken vessel removal reports to US Army Corps of Engineers:

- Sunken Vessel Update, August 28, 2024.  
Attachments: MOU 8-25-2024, Sunken Vessel Response, Pad Prep Pics.
- Sunken Vessel Removal Plan, September 4, 2024.
- Waste Management, Non-Hazardous WAM Approval.

As noted, Port work involved extensive coordination; to deliver test samples and monitor review. By efficient collaboration with FDS, high disposal fees and delivery distance were greatly reduced.

**Port Invoices to be Reimbursed:**

<b>Security Fencing</b> plus fasteners and caution tape	\$ 737.00
<b>JSE Labs – Testing Fees</b>	\$ 447.00
Mileage to/from Milwaukie to deliver samples; 278 miles RT X \$0.67/mile =	\$ 186.26
Port Staff Time (Kayla): 4.5 hours x \$50.22/hr =	\$ 226.00
<b>Specialty Analytical – Testing Fees</b>	\$ 315.00
Mileage to/from Clackamas to deliver samples; 278 miles RT X \$0.67 per mile =	\$ 186.26
Port Staff Time (Kayla): 4.5 hours x \$50.22/hr =	\$ 226.00
<b>Response by Port Staff beyond normal work hours</b>	
Aug 13 (James & Kayla) 8 hours x \$50.22 =	\$ 401.76
Aug 19 (Jed) 4 hrs; Aug 21, 4 hrs; Aug 24, 11 hrs; Aug 25, 10 hrs x \$61.99/hr =	\$ 1,797.71
<b>Creating Waste Profile, Monitoring Reviews</b>	
Port Staff Time (Jed): 6 hours x \$61.99/hr	\$ 371.94
<b>Marina Closed:</b> Lost access, Aug 13 thru Aug 30, 17 days x \$100 =	\$ 1,700.00
<b>Boat Parking Closed:</b> Lost access, Aug 13 thru Sept 13, 30 days x \$50 =	\$ 1,500.00
Port Attorney Fees	\$ 1,975.00
<b>TOTAL CURRENT PORT EXPENSE TO BE REIMBURSED</b>	<b>\$10,069.93</b>

**Plus Dock Damage & Repair – Inspection/materials/labor pending. Amount to be determined**

For any questions or concerns, please let us know.

Thank you,

JED CROWTHER  
Executive Director



100 Port Island Road  
Arlington, OR 97812  
**(541) 705-2004**

September 3, 2024

D6

League of Oregon Cities  
ATTN: Brie Ligammari  
1201 Court St. NE, #200  
Salem, OR 97301

**RE: Endorsement Letter for Kathryn Greiner**  
2024 LOC Exceptional Service  
Herman Kehrli Award

Dear Brie Ligammari:

Thank you for fairly considering this endorsement letter by the Port of Arlington to the League of Oregon Cities in full support of Kathryn Greiner for the Herman Kehrli Award.

Kathryn Greiner has delivered exceptional municipal service for the City of Condon over the past 19 years. In addition, in 2021, Kathryn was elected to the Port of Arlington and serves as Board Secretary, coupled with outstanding service to Environmental Sentry.

Her commitment to top-quality public service is unmatched; it is clearly demonstrated by her superb leadership and dedication, proven repeatedly over her very successful career. Her accomplishments for downtown revitalization are legendary, by Condon Main Street. Most recently, she led efforts for community building with RDI for the *CondonCAN!* plan. Best of all, her ability transcends self-interest, to truly be a genuine community builder. Her enduring zeal for fairness and professionalism has crafted a legacy of excellence.

Kathryn took on the challenge of the former Condon Grade School, with environmental concerns to evaluate and resolve, for proper remediation and productive redevelopment. Her stellar early efforts by the City of Condon have transformed this project into a large EPA award for cleanup and which has also amassed substantial funds for redevelopment.

Her uncanny ability to seamlessly utilize available resources, all while building teamwork and collaboration is a superior model to follow. She is a brilliant problem-solver and is always a team player, serving in the best interest of the community. She has earned trust by her unwavering devotion.

In summary, we wholeheartedly endorse Kathryn Greiner for this prestigious award!

Thank you,

JED CROWTHER  
Executive Director



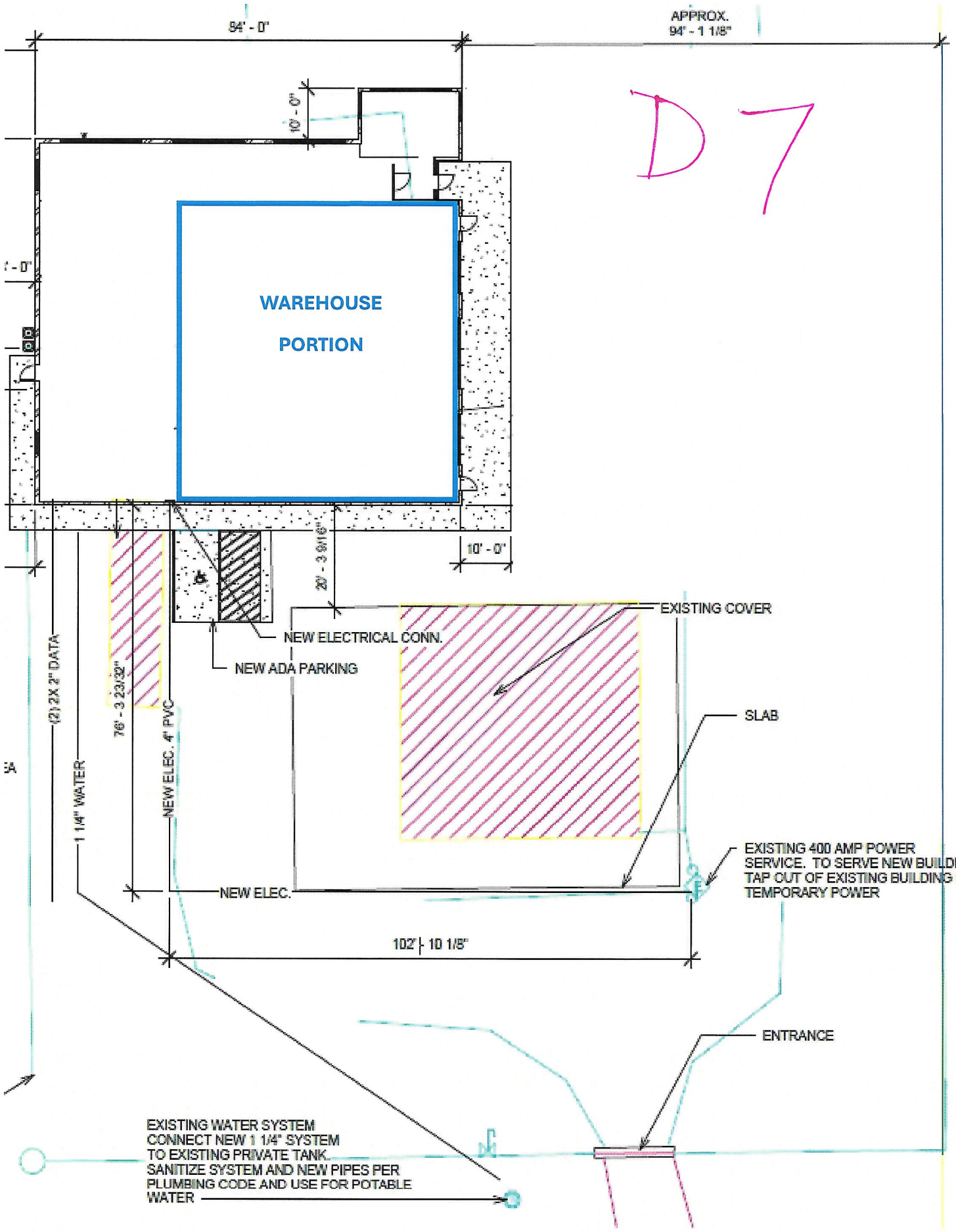
100 Port Island Road  
Arlington, OR 97812  
(541) 705-2004

94' - 0"

APPROX.  
94' - 1 1/8"

D7

WAREHOUSE  
PORTION



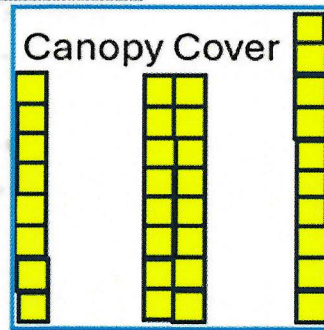
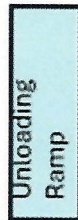
EXISTING WATER SYSTEM  
 CONNECT NEW 1 1/4" SYSTEM  
 TO EXISTING PRIVATE TANK.  
 SANITIZE SYSTEM AND NEW PIPES PER  
 PLUMBING CODE AND USE FOR POTABLE  
 WATER

EXISTING 400 AMP POWER  
 SERVICE. TO SERVE NEW BUILDING  
 TAP OUT OF EXISTING BUILDING FOR  
 TEMPORARY POWER

# Former Insitu Building – Build-to-Suit Preparation

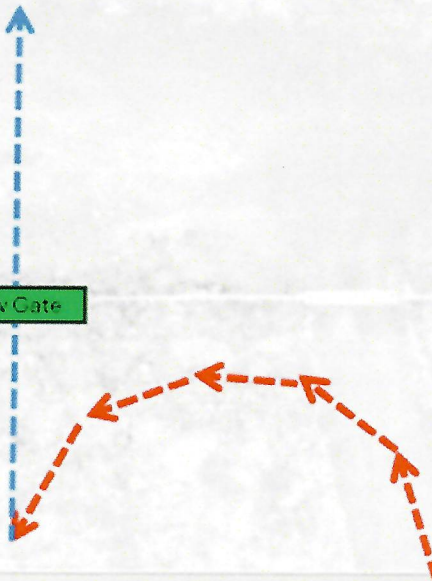


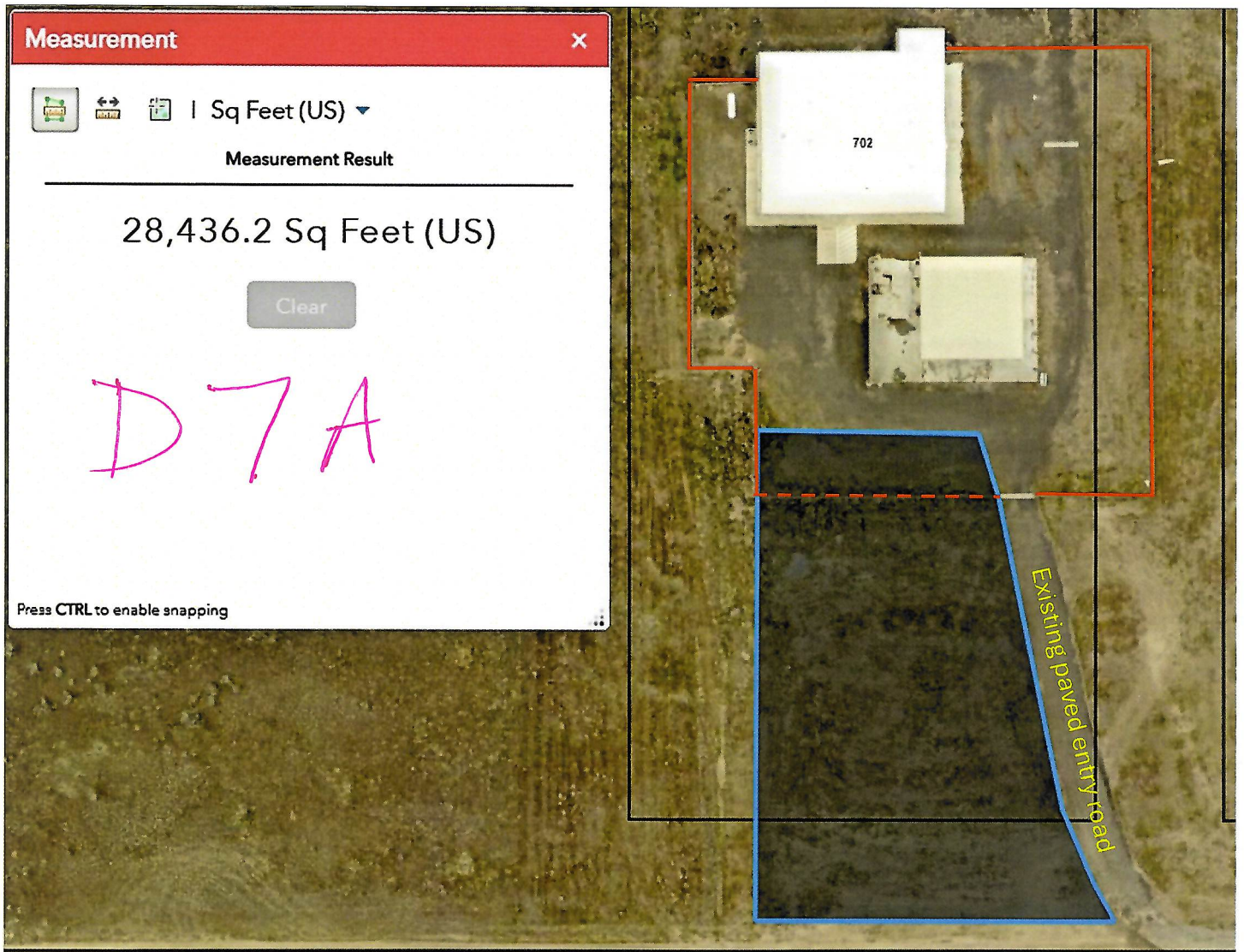
New Concrete Pad  
to fill unpaved gap



New Gate

Gravel  
Front  
Yard





#### PORT OF ARLINGTON GRAVEL YARD PROJECT:

Area to be graveled (highlighted in blue border and shaded dark), estimated at 28,000+ square feet as shown, positioned on the lot frontage and entry from Airport Road to the Insitu Building, located at **1500 Airport Rd, Arlington, OR**.

Perimeter security fence (outlined in red) with small portion (dashed red line) to be removed for efficient placement of gravel and easy truck turnaround access. Final elevation to match the existing paved entry.

Use Port stockpiled aggregate from the Willow Creek quarry, with sufficient base rock and top course gravel, distributed evenly and compacted uniformly.

Distance from Quarry to Insitu: Approx 14.5 miles via I-84 at Exit 147 Heppner Junction thru Arlington to site.









D7C

**Gordon's Electric Inc.**  
80891 hwy 395 North  
Hermiston, Ore. 97838  
Phone # (541) 567-0114, Fax # (541) 567-1701  
Lic # 30-24c CCB# 9144

November 4, 2024

**Arlington Airport warehouse**

Attention: James

RE: Electrical modifications at airport shop/warehouse

**Quote      \$3,553.00**

Includes the following:

- Raise up (16) existing light fixtures and remove (2) fans.
- Scissor lift

Thank you,

Tony Huber



Construction Services Group Inc.  
 5706 NE 112th Ave  
 Vancouver, WA 98662  
 360-989-5193

**Canopy wall build-out and site development**

Client: Port of Arlington

Attention: Jim Metzkerjl

Project: **Canopy wall build-out and site development**

Location: Arlington, Oregon

Proposed Scope of Work

10/25/2024

Work includes all labor and material to supply and install: 10' roll-up door, wood framing, hat channel, exterior 26 ga Delta Rib Panels, (4) LED lights ( \$150 allowance per), (1) hollow metal door and frame with standard hardware, skim cost concrete at areas with exposed aggregate, demo power cords, paint exterior walls and trim to match existing metal building, develop a 25' x 100' gravel pad suitable for semi-truck light traffic and demo exterior fence and gate as necessary to install gravel pad. Price includes all lodging ,travel expenses, insurance, weather protection, man-lifts, equipment and tools.

SUBTOTAL 01 GENERAL CONDITIONS	\$	62,050.00
SECTION 02 - EXISTING CONDITIONS / CIVIL / SITEWORK	\$	22,400.00
SECTION 03 - CONCRETE	\$	8,228.00
SECTION 06 - WOOD & PLASTICS	\$	15,275.00
SECTION 07 - THERMAL & MOISTURE PROTECTION	\$	25,285.80
SECTION 08 - DOORS AND WINDOWS	\$	16,150.00
SECTION 09 - FINISHES	\$	10,450.00
SECTION 26 - ELECTRICAL	\$	1,660.00
<b>SUBTOTAL CONSTRUCTION</b>	<b>\$</b>	<b>161,498.80</b>
GENERAL CONTRACTORS OH&P	\$	29,069.78
PL & PD INSURANCE	\$	3,229.98
OR CAT TAX (EXCESS OF \$1M) FLAT TAX \$250 PLUS FORMULA	\$	1,104.65
<b>TOTAL PROPOSED PROJECT COSTS</b>	<b>\$</b>	<b>194,903.21</b>

**NOTE: A MATERIALS AND MOBILIZATION DEPOSIT OF 15% DUE UPON ACCEPTANCE OF PROPOSAL**  
**PROPOSAL VALID FOR 30 DAYS**

Construction Services Group, Inc. proposal promoted by:

M. Gage

ESTIMATOR: \_\_\_\_\_

<b>PROPOSAL ACCEPTED BY</b>	
AUTHORIZED SIGNATURE: _____	DATE: _____
Construction Services Group ESTIMATOR / PM	
CUSTOMER SIGNATURE: _____	DATE: _____

**Exclusions:**

Special Governmental, Enforcement Agency, or Administrative filings, or notifications. GC liability and or responsibility for unknown existing environmental, storm water, structural soils conditions and or substrate contamination. Costs of special and or specific excavation in handling or removal of existing materials is not assumed within this scope of work. Construction Services Group, Inc will not assume unexpected potential environmental fines/citations regarding current and/or site soils and or structural conditions. Scope excludes unexpected subgrade and or structural SOG and or sanitary main line undermining existing compromised conditions. Excludes SDC, permits, testing, inspections, structural engineering, performance and payment bonds, Prevailing Wage rates, City taxes, and Overtime rates

**Included:**

All work to be completed in a professional workman like manner to a minimum of industry standards. Any alteration or deviation from the above specifications impacting schedule and/or costs impacts will be executed only upon (Senior directive) and/or approval by client(s) and appropriate authorized Construction Services Group Senior management's representation. All scheduling deadlines are contingent to a provided safe and accessible jobsite environment with acceptable working conditions. Factors beyond GC's direct control not limited to weather and/or unforeseen conditions that may impact schedule, milestones and or final delivery date(s) along with overall preapproved budgeting. All work performed unless specifically noted is currently budgeted to be executed during normal industry daylight and weekly hours. Proposed budget within may be market adjusted post 30 days of receipt and or date noted within.

**Disclaimer**

The General Contractor makes every reasonable effort to determine existing conditions prior to providing budgeting applicable to above scope of work proposed. However, in the event that unforeseen conditions are discovered that may negatively impact proposed budgeting within, including but not limited to unexpected: buried debris, stone ledger, toxic waste, garbage, structural rubble, historical artifacts, etc. The General Contractor and or its Assignees, Representatives and or Trades and Vendors will notify our Client(s) and assumably request for a Change Order to be executed. In the event in which the progress and/or project schedule milestones of the project is compromised due to unforeseen conditions, the General Contractor and or its Assignees will immediately notify (in writing) the Client(s) and assumably request adjustment of overall project schedule and/or budgeting cost impacts and or job totals.