

Regular Commission Meeting
MINUTES
Port of Arlington
February 16, 2021
5 p.m.
Port Office – 100 Port Island Rd.
Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 5:02 pm by President Wilson.

Those Present: President Wilson; Vice President Kennedy; Commissioner Shaffer; Commissioner McGuire; Port Manager / Economic Development Officer, Peter Mitchell; Admin. Asst. Kelly Margheim; Attorney Ruben Cleaveland;

Absent: Commissioner Hunking

Audience: Commissioner Shannon, Leah Shannon, Jeff Dane, Tia Devin, Nancy Proctor

2. Public Comment on non-agenda items – None

3. Consent Agenda:

- Approval of January 12, 2021 Commission Meeting Minutes
 - Approval of January 2021 Payables and Financials
- Commissioner Shaffer moved to approve the consent agenda and Commissioner McGuire seconded. The motion carried 4-0.

4. President's Report: President Wilson shared a thank you from Gilliam County Auction Committee. President Wilson received an email from Les Ruark regarding a letter he would like entered into the public record. The board acknowledged Mr. Roark's concerns, added the letter to the Port's record, and the Board will see if the Port can accommodate some of the issues raised in the future. Some of the listed items the Port already practices.

5. Commissioner Reports – None

6. EDO Mitchell stated the Port received three bids on the bathroom and paving project. One of the bidders did not have all of the required documents and had to be rejected as a non-responsive bidder. The apparent winning bidder is M & M Excavating LLC. The lowest qualified bid came in \$95,000 over the estimated cost. The Marine Boards Grant was \$75,000 lower than expected. The Port was willing to cover one but it's difficult to cover both the short grant and over budget bid. In the meantime, EDO Mitchell has submitted a grant to

EDO Continued:

Travel Oregon for \$45,000. Awards should be announced later this week. EDO Mitchell explained the Port could down size the project by remodeling the current restrooms but the Port still would not have storage or showers. The consensus of the Board is they would like the project to move forward but instructed EDO Mitchell to try to obtain more grant funding. EDO Mitchell will call the Marine Board and Pillar Consulting and see how long the project can be put on hold. Attorney Cleaveland suggested EDO Mitchell contact the winning bidder and see if they will leave the bid open for a short extended time while the Port looks for additional funding. The Board would like to discuss the Bathroom project at the next Port meeting.

7. President Wilson presented an email from Judge Farrar-Campbell with two dates for consideration to discuss Willow Creek. The Board's consensus is that Monday February 22, 2021 at 3:30 pm will work the best. Commissioner Shannon will let the County Court know tomorrow during the scheduled Court meeting
8. Tiah Devon and Nancy Proctor representing Columbia Hills Manor Inc. proposed to the Board the sale of the Gronquist Building. Tiah explained that she believes the Port is the perfect fit for owning and managing the Gronquist Building. Tiah stated the intention of the Gronquist was for a community center for all to use. Tiah said a government entity like the Port should purchase the Gronquist Building so its intended use could be fulfilled without such a heavy tax burden. Tiah contacted Judge Farrar-Campbell in November of 2020 to see what could be done. They set a public meeting for February 22, 2021 to discuss the future of the Gronquist building. Tiah handed out the building expenses for 2020 and also gave the Board an example of rental rates they have charged in the past. Tiah discussed each room and the features the building has. President Wilson asked about the sound issues in the upstairs rooms. Tiah contacted a company in Bend and it would cost approximately \$20,000 to place sound absorbing boards. They discussed uses for the downstairs. There are two electric meters, one upstairs and one downstairs. Commissioner Shaffer moved to submit a sale agreement to Columbia Hills Manor Inc. for the purchase of the Gronquist building for \$200,000 and that the funds to be transferred from the Willow Creek fund. Commissioner Kennedy seconded. The motion carried 4-0

Break for dinner 6:09 pm
Reconvene to Regular Session at 6:30 pm

9. EDO Mitchell stated the Port received an Oregon Energy Trust Grant to replace the old light sodium halide lights over the RV Park, Boat Ramp, and fuel dock. The area lights up very nicely with no light pollution to the surrounding area. The Ports interior also received new LED lights and was painted. James and Kelly did an excellent job with office portion of the project.

EDO presented the Board with two engineering design proposals for Painted Hills Natural Beef project. One bid was from Livermore Architecture & Engineering and from Pillar Consulting. Painted Hills Natural Beef is considering at building at the Arlington Mesa Industrial Park. Leah Shannon asked about water demand and EDO Mitchell stated up on the Mesa the City's water is 700 gallon a minute and should be more than adequate for this project, but the engineer will be looking at the water need as part of the study and determine if the supply is adequate. Painted Hills is looking to lease the building from the Port once construction is complete. The plant will be a processing facility and not a slaughter facility.

Commissioner Shaffer moved to grant Pillar Consulting the bid with approval of \$5,000 including reimbursable expenses but will need prior Board approval if additional funding is needed. Commissioner McGuire seconded. The motion carried 3-1

Senator Merkley will be holding a Town Hall Zoom meeting March 10, 2021 at 4:00 pm. Board members are welcome to attend and ask questions.

10. Commissioner Shaffer provided the Board with a list of City of Condon's goals and priorities the City discussed at their annual retreat. Knowing the Ports plans for the immediate future is purchasing the Gronquist Building, Island Park water & sewer project, malt facility and Painted Hills Natural Beef project in addition to finishing up the Bathroom project. Commissioner Shaffer wondered if there was any Condon City project the Port could undertake?
The Port Board looked in detail at the City's project list and could not identify any projects on the City's Economic Development list suitable for the port at this time, but if any projects come up on the City's Industrial property the Port would like to participate. City Administrator, Kathryn Greiner, asked if the money set aside for the water extension at Condon's State-owned Airport could remain on the list of projects for the next Budget Year.
11. Staff presented Oregon Special Districts' proposal for assisting with the hiring process. This included an Outline Hiring Process for Port Manager/Economic Development Officer Position. After some discussion, the Board decided at the next meeting the Port will have a Manager Hiring process and timeline to approve on its own. Staff will prepare a position ad, benefits package, and an updated job description.

12.0 Administration

12.1 The Board's consensus is to schedule a Budget workshop Tuesday, March 9, 2021 at 4 p.m. and continue with the regular meeting afterwards, approximately 5 p.m.

12.2 Solutions Certified Public Account Audit Contract for 2020/2021 Audit. Commissioner Kennedy moved to approved Solutions to be the audit firm for the Port's 2020/2021 audit. Commissioner Shaffer seconded the motion. The motion carried 4-0

Meeting adjourned 6:42 pm

President Ron Wilson

Vice President Kennedy