

**Regular Commission Meeting**  
**MINUTES**  
**Port of Arlington**  
**August 18, 2021**  
**5:00 p.m.**  
**Port Of Arlington / Zoom Meeting**

**1. The Port of Arlington Commission meeting was called to order at 5:00 pm by President Shannon.**

**Those Present:** President Shannon; Commissioner Wilkens; Commissioner Greiner; Port Manager/ Economic Development Officer, Jeff Dane; Admin. Asst., Kelly Margheim; Attorney Ruben Cleaveland;

**Absent:** Vice President Wilson, Commissioner Kennedy

**Audience:** Pat Shannon, Sherrie Wilkens

**2. Public Comment on non-agenda items - None**

**3. Consent Agenda:**

- Approval of July 21, 2021 Commission Meeting Minutes
- Approval of July 2021 Payables and Financials

Commissioner Greiner stated there was a vote of hands for Port President at the July meeting. The vote by hands was three for Leah Shannon and two for Ron Wilson.

Commissioner Wilkins moved to approve the meeting minutes with the above changes and Commissioner Greiner seconded. The motion carried 3-0

Commissioner Greiner moved to approve the July 2021 payables and financials and Commissioner Wilkins seconded. The motion carried 3-0

**4. Presidents Report:** President Shannon presented a donation request from the Gilliam County Live Stock Show and Auction. Commissioner Wilkins moved to donate \$200 to Gilliam Live Stock committee and Commissioner Greiner seconded. The motion carried 3-0

**5. Commissioner Reports:** Commissioner Wilkens stated a purification water company had contacted him and he will pass the information to EDO Dane. This project is probably a few years out.

Commissioner Greiner addressed County Commissioner Pat Shannon, inquiring whether the county court had discussed hiring a fulltime grant writer in their meeting that morning. Commissioner Shannon explained that once the needs of the Gilliam County Department heads, Special Districts and other businesses are figured out, the next step would then be to seek out a grant writer. County Commissioner Wilkens then suggested hiring a freelance grant writer or perhaps keep one on a retainer basis.

## **Commissioner Reports Continued:**

- 6. Port of Arlington & Gilliam County Court IGA Resolution** - President Shannon stated the Port and the County Court were able to reach an agreement regarding the IGA. Attorney Cleaveland was directed to write up an addendum focused on an Arlington Airport paving project. President Shannon had a meeting with Mayor Bufton and at the end of the joint meeting Mayor Bufton stated he would talk with Counselor Swope and discuss at the next City Council meeting. Mayor Bufton thinks the Council will agree to move forward. EDO Dane will look into the Connect Oregon grant before the next Port meeting.
  
- 7. EDO**

  - 7.1 Island Park Bathroom Project - EDO Dane addressed the remaining issues left before the bathrooms can open. EDO Dane is working with CXT and M&M Excavating to get the issues resolved. M&M Excavating has been problematic when getting this project completed, to the extent they are absent and unresponsive. Administrative Assistant Margheim stated to the Port Board that the project is almost a month behind schedule and three weeks past the deadline, putting the Port at risk of losing the grant money. EDO Dane is in regular contact with the Marine Board, and they are very cooperative in helping the Port finish the project. Commissioner Greiner believes we will not have issues with the Marine Board as long as we stay in contact with them. President Shannon asked Attorney Cleaveland of the Ports legal rights regarding M&M and specific performance. Attorney Cleaveland stated that he can look over the contract and let the Port Board know if remedies exist.
  
  - 7.2 Gronquist Acoustics for the Columbia Room – EDO Dane stated that the acoustic panel are almost complete, but a supply chain issue is causing a delay in custom fabric for the design. The Port could have them installed with a different material, but the aesthetics would not be as nice. The Consensus was to wait for the correct fabric.
  
  - Commissioner Greiner asked about the new tenant in the downstairs of the Gronquist. EDO Dane said that Vesta is leasing the entire downstairs thru November of this year. There is a possibility it could be longer, but they will not know until November. Vestas will be sending the Port a lease agreement for Attorney Cleaveland to look over.
  
  - 7.3 Waterbear Energy Update – President Shannon said that Waterbear will be presenting for their project September 3, 2021 by invite.

**EDO Continued:**

7.4 Painted Hills Update – Business Oregon contacted EDO Dane and stated that the Port can apply for a bond for the Painted Hills project. EDO Dane said at the last meeting he attended with Painted Hills they were still undecided on moving forward with the project. Commissioner Greiner said Painted Hills still needs to work with their own project manager and get a plan to move forward. After some discussion EDO Dane was directed to talk with Gabrielle from Painted Hills and explain about the Business Oregon, and other opportunities.

7.5 Oregon Heritage Program – President Shannon researched the grant with the Oregon Heritage Program and would like for the Gilliam County Historical Society to be made aware of this grant.

**8. Administration**

8.1 Solutions CPA's Inc. will be performing the Port's Audit in September 2021. Administrative Assistant Margheim Stated the Audit should get underway in the later part of September.

Meeting adjourned 6:03 pm

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President Leah Shannon

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V.P. Ron Wilson