



## Port Director / Economic Development Outline April 12, 2022

### Administration

Category	Task	Details
Personnel	Administrative Asst	Performed interviews, background check, offer letter. Welcome to Kayla Rayburn - Starts Monday, April 18.
Insurance	SDAO / SDIC	Resolved application / enrollment details.
Employment	Director Contract	Finish, sign, and file. Cell phone.
Budget	Budget Calendar	Timeline / Process, Board to adopt, Post Public Notice Invite.
	Budget Committee	Ceno, Lloyd Recker, Tim Wetherell. Denise Ball? Larry Hardie?
Board	Ethics Statements	Apply / Renew Deadline April 15.
Website	Update / Organize	Review resources and options. Create clarity and improvement.
Strategic Plan	Process Steps	Qualify for Business Oregon programs. Sync projects.
BDO Zone	Examples	Viewed BDO Webinar Apr 5.

### Partnerships

Organization	Contact	Activity / Event / Follow-up
Gilliam County	Pat Shannon	Attended County Court Apr 6. Met County staff.
City of Condon	Kathryn Greiner	Attended Condon City Council Apr 6. Positive interaction.
City of Arlington	Kari Hayter	Met Admin staff. RE: Airport paving, IGA re Insitu building.
Frontier Chamber	K'Lynn Lane	Served on Small Business Grant Review Committee.
CREA	David Brown	Community Renewable Energy Association Tues, Apr 19 at 1 pm at SAGE Center in Boardman.

### Legislators

Name	Contact	Activity / Event / Follow-up
Sen Ron Wyden	Kathleen Cathey	Town Hall Tues, Apr 19 at 11 am. DC Senate tour in May.
Sen Jeff Merkley	Dan Mahr	Town Hall Tues, Apr 19 at 11 am. DC Senate tour in May.
Repr Cliff Bentz	Sage DeLong	DC tour in May.
Gov Kate Brown	Nate Stice	Arlington Meeting Tues, Apr 12 at 10 am.
Business Oregon	Ryan DeGroff	Arlington Meeting Wed, Apr 13 TBD.

### Lease Summary

Company	Site	Primary Details
MCP	Grain Elevator	Initial \$100,000/year. On 9-1-2018 add 3% per year.
Insitu	Insitu Building	\$8000/mo, 3% increase on 8-1-2021; \$1800/mo to City.
Alpine Power Systems (Flex Bldg)		\$3250/mo + \$660/mo for property taxes, ends 12-31-2022.
Paul Jayo - Arlington Towing (Hangar)		\$1500/mo + \$106/mo for property taxes, ends 11-30-2022.
Watco	Depot Building	Initial \$6,000/yr. From 12-1-2018, add 3%/yr or CPI-UC.
W.I. Construction, Inc. (Rock Quarry)		Initial \$10,300/yr. From 8-10-2019 add 3%/yr. Plus royalty/ton.
Victim's Advocate	Gronquist #3	\$650/mo + \$100/mo for utilities. Board input for room name.

### Economic Development

Company	Contact
<b>Painted Hills Natural Beef</b>	Dannielle Homer. Presented previously on April 13, 2021. <i>Re-opened door for Port involvement. Target value-added planning grants to finish feasibility study. PHNB may look to partner with other mid-size processors; substantial investment, \$5-7M.</i>
<b>Waterbear Energy, Inc.</b>	Justin Long will present to Board Meeting Thurs, Apr 14. <i>Interest in Willow Creek properties for hydrogen, solar, and emerging technologies development.</i>
<b>NDA</b>	Large Industrial Development Visit

**Obsidian Renewables**

Abraham Mooney

*Core Initial Focus: Solar Array Development; Phase 2 - Hydrogen***Genus Industries LLC**

David E Shoup, iCOIR

**Marketing**

Previous Port Materials

**Maintenance**

<b>Site</b>	<b>Items</b>	<b>Details</b>
Marina	Pedestal Repair	\$6252 by Gordon Elec to repair one pedestal (Dec Board).
Restroom Facility	Completion by CXT	Table installed 3/29, Awaiting bench, Warranty upon final.
	Shower Timer / Fee	To encourage reasonable time limit. \$2 comp in other parks.
	"No Parking" Signs	To improve walking access and safety.
RV Park	Lift Pumps	1st Done, 2nd waiting for parts.
Dry Camp	Policy	Maximum continuous stay; i.e., not more than one week.
Backflow Repair	Quotes	Contacted Dominic, and Two Dogs.
Gronquist	Room 3 Floor/Paint	Victim's Advocate Lease started 4-1-2022.
	Rooms 1 & 2	Former Vestas Lease, Prep for County Court use.
	Update Address	Checked with County, Address numbers created by City.
	Doors	Door Locks / Key Pad / Trunnion, Plus Owl / Smartboard. <i>Apply for County Court Grant, Due May 15, Jed &amp; Kathryn.</i>
	Fence	Wind-blown tree. Repaired fence 4/6. May need vinyl slats.
Port Office	Paint	Paint Exterior and Trim.
Vacant Lot	Trees & Weeds	Clean-up b/t Gronquist and trailer park.
Surplus Pickup	Thanks to Condon!	Insurance Card from Wheatland.
Spraying	Weeds	Upkeep

**Marina**

RV Park	Track payments and reservations.
Boat Moorages	Verify boat / space listing.
Fuel Sales	Track transactions.