

**Regular Commission Meeting
May 9, 2024, MINUTES
5:00PM
Port Office, 100 Island Park Rd., Arlington, OR**

1. The Port of Arlington Commission meeting was called to order at 5:01pm by President Shannon.

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

Absent: Kathryn Greiner

Audience: Brian Points (via zoom left 5:19pm), Carson Valley (Via Zoom left 5:19pm)

2. Public Comment- None

3. Consent Agenda

3.1. Approve Regular Meeting Minutes for April 11, 2024

3.2. Approve March 2024 Accounts Payable and Financials

3.3. Approve April 2024 Accounts Payable and Financials

Motion: Wilkins moved and Krebs seconded to approve the Regular Meeting Minutes for April 11, 2024, March 2024 and April 2024 Accounts Payable and Financials. Motion carried unanimously.

4. Director Report

4.1. Willow Creek Industrial Plan

Crowther welcomed Brian Points and Carson Valley, and thanked them for attending. He asked them to give a brief overview of the project. Brian Points gave a brief overview of what they were working on so far, and it was a lot of background of the site and the groundwork they needed to start building on. They will now start working on interviews with stakeholders, and partners the Port has, as well as working more with the employees and commissioners. Discussion followed regarding the report provided by Points Consulting. The commissioners stated it was all information they knew, but it's nice to have it laid out in one document this way. Points wanted directions in which level of intensity the Port was thinking project wise in the future, this giving them some final options or goals, to gear their assessment towards. Discussion ensued regarding possibilities for the Willow Creek site, and they wanted Points to focus more on the low to medium intensity options. Crowther also gave a brief update on the quarry. L3 Construction started drilling and did blasting on April 18th, so gravel crushing, and production has started, and royalties should start coming in from that.

4.2. Job Descriptions- Business and Operations Manager, Administrative Assistant

Crowther stated he sent the 2 descriptions off to SDAO to get them modernize and suggestions. SDAO gave him factors to add or update, and together created new job descriptions. Krebs asked about the chain of command to make sure he understood, advised it would be Executive Director, Business and Operations Manager, and then Administrative Assistant. Both positions are budgeted into next year's budget if needed, but at this time the Administrative Assistant position will remain empty and not advertised.

Motion: Krebs moved, and Wilkins seconded to approve the position and description of Business and Operations Manager, and updated job description of Administrative Assistant. Motions carried unanimously.

4.3. Alkali Ridge

The Port is now working on acquiring the entryway access to the property and waiting for the bid package to be completed from Brad Baird, so the Port can bid the project in the fall.

4.4. Condon Grade School

Awaiting the results of EPA Grant, \$780,000 requested for remediation. Rayburn advised the results will be out on the 20th this month, so we should know soon.

4.5. Marina Walkway Paving

Crowther discussed China Creek Construction removed the old Marina walkway, and it was realized there was no previously created base like assumed, and the lack of base was a shock to both himself and China Creek. There needs to be discussion if there needs to be a change order, or if we will hold them to the original project that was bid moving forward.

4.6. Arlington Mesa

Still in negotiations, but currently at a standstill.

4.7. Eastern Oregon economic summit

Crowther presented the commissioners with a flyer for this years Eastern Oregon Economic Summit, which will be held in Hermiston, OR June 20-21. He Stated to let Kayla Rayburn know if anyone would like to attend, so she can purchase tickets, and encouraged everyone that could to attend.

5. Presidents Report, Leah Shannon

President Shannon wanted to discuss the district zone adjustments for the commissioner zones. It has been discussed to change the zones because it is hard to get representation from each area how it is currently set up. Crowther said the process was started about 6 months ago, but it's currently with the County to pass some resolutions then the Port can. With the status of the county, it is unknown how much longer, so the Port will have to wait for the County to settle and get fully represented again to continue the process. Shannon also wanted to discuss the Proctor property, and if at this point, we need to include a Relator. They discussed some local options to reach out to investigate, and Crowther will call at least 3 and request bids.

Motion: Wilkins moved, and Krebs seconded to give Jed Crowther authority to engage realtors and select on the Ports behalf to sell the property with the house and shop. Motion passed unanimously.

Discussion followed regarding how to market the rest of the property if there is any interest or how to start gaining interest before the roads are finished, so the Port is ahead a step.

6. Commissioner Reports

6.1. **Kip Krebs:** none at this time

6.2. **Gibb Wilkins:** PCDC started their construction on their duplex in Condon, and they are within a couple months of the triplex being started soon as well. The Condon Can meeting was moved, with a new date pending.

7. Executive Session ORS 129.660(2)(e):

Shannon Opened Executive Session ORS 129.660(2)(e) at 5:58pm.

Shannon Adjourned Executive Session at 6:18pm.

Motion: Wilkins moved, Krebs seconded to approve and sign the PSA with the Sallee's for the purchase of property to acquire the entryway access, with the clarification to detail the sizes for the stub outs. Motion carried unanimously.

8. Connect Oregon Grant

Unfortunately, the grant submitted for the Condon Airport placed last in the grant application projects. It was the cheapest project submitted, so it may be able to win left over funding if available.

9. Next Meeting

June 13, 2024, Condon City Hall at 5:00pm.

10. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 6:21 pm.

President Leah Shannon

Vice President Ron Wilson