

**Regular Commission Meeting**  
**MINUTES**  
**5:00PM**  
**Condon City Hall**  
**128 S. Main Street, Condon, OR**

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

Crowther Advised Brad Baird was unable to attend, so he stated agenda item 4 could be removed.

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

**Absent:** Kip Krebs

**Audience:** Rod McGuire (left 5:19pm), Times Journal, Anna Cavaleri (left 6:24), and David Richter (Arrival 5:20pm, Left 6:04pm)

**2. Public Comment-**

Rod McGuire (Olex, OR)- Advised he is downsizing and wanted to have an auction for his property/materials and is requesting the use of the Hanger Building for the auction. It would take 4-6 months of use with the items laid out for view/purchase. He thought of making a small event of it as well and having his wagon up there, to make it a celebration and something positive for the community. The commissioners wanted to add this discussion to the agenda and because of Rods time constraint added it to agenda item 4.

Kayla Rayburn- acknowledged an email from Les Ruark that the Port received, it will be added to the packet and made part of the written record. Crowther advised he would answer all the questions Mr. Ruark asked during agenda item 5.6 since it all pertains to that agenda item.

**3. Consent Agenda**

Before discussion ensued, Rayburn advised there were some grammatical edits done to the minutes since sent out, but nothing changed in the content. She went through the minutes and noted the sections that needed capitalizations, and one name spelling correction.

**3.1. Approve Regular Meeting Minutes for February 15, 2024**

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

Kathryn had questions about CREA and if it was worth the Port to be a member, Crowther thought it was and advised he attends meeting regularly. She also wanted to bring up the health insurance the Port is currently providing to its employees. She is all for employee health benefits and good health benefits, and wanted to make clear she is not trying to remove them. At this time though with renewals coming up in July, she wanted to explore their options to make sure the Port is getting the best deal for the money they are spending. Crowther advised in the upcoming months he would talk to SDIS and get some options to look into before renewing in July.

**Motion: Wilkins moved and Wilson seconded, approving the consent agenda with the grammatical changes in the minutes. Motion carried unanimously.**

**4. Rod McGuire Hanger Building**

Rod McGuire is Requesting the use of the Hanger building for an auction. Crowther advised there isn't currently any interest in the building for longer use, and it is available for rent. The current long-term lease is \$1500/month for rent, and \$106/month for property taxes. Greiner is ok with a short-term lease agreement, and Crowther can work out the lease details with McGuire. Questions were

asked about details for the request and length of time. Greiner suggested since it was a short-term lease \$300/month for the first 5 months of occupancy, if Rod needs longer the rent will be increased to \$500/month, and he can have that until December 2024. If he would like to continue his lease beyond that then the contract would be renegotiated to a larger amount. The Commissioners discussed if that would cover power, utilities, and taxes of the building. Rayburn advised that in the Ports leases the power and utilities are on the leaser, and they set them up in their own name and responsible for the bill. The lower rate would cover the cost of taxes that the Port would acquire during the lease from the County.

**Motion: Greiner moved and Wilson seconded, the lease of the Hanger building to Rod McGuire in the amount of \$300/month for the first 4 months, increasing to \$500/month beyond that until December of 2024, with utilities and power in his name if desired. Motion carried unanimously.**

## 5. Director Report

### 5.1. Alkali Ridge- \$1,122,647 Capital Grant Award received from Gilliam County

In Crowthers view that's monumental support from the County, and appreciates them for the support, and upholding their housing commitment they made to the County.

**Motion: Greiner moved and Wilkins seconded, to approve the acceptance of the Capital Investment grant from the County in the amount of \$1,122,647.00 for the Alkali Ridge Subdivision project.**

He's got the approved Platts, and all the signatures required on them except the County Surveyor, who is in Prineville. President Shannon said they will be in the area and can take them to be signed tomorrow, so we can get the Platts legally recorded with the County. With a recorded partition the Port can discuss marketing the property lot with the house and shop on it. Crowther recommended marketing locally first, and then widen the marketing area if there is no response or interest. The Commissioners were comfortable trying to self-sell the property, rather than use a real estate agency to begin with. It was discussed to use times journal, Zillow, and Arlington Bulletin Board (Facebook sellers page) as some of the marketing resources. Steven, with The Times Journal, would like to come to the property and take photos, which he would allow the Port to use for their own marketing purposes, for an article on the property. The Commissioners appreciated the offer and encouraged the article. The appraisal the Port had done before the purchase of the entire property, had the portion with the shop and house at approximately \$650,000. Since that appraisal the Port has annexed the property into the City limits and will be doing road development/improvement to the property that will increase the property value. Discussion regarding the starting asking price for the property followed.

**Motion: Wilson moved and Greiner seconded to begin marketing price for Parcel 1 of the partition with the house and shop on it at \$750,000. Motion carried unanimously.**

### 5.2. Condon Airport Grant Application to Connect Oregon- \$402,805 Request

Crowther wanted to thank Kathryn for putting the grant together that was submitted to Connect Oregon for the Linus Pauling Airfield in Condon. For the match associated with the Connect Oregon Grant the Port will be utilizing the \$15,000 already allocated for the airport improvement waterline extension, that is not needed for fuel like originally thought, and the additional funds for the match the Port is preparing an application for the next cycle of County Capital funds.

### **5.3. Marina Walkway Paving- China Creek Construction, \$37,811 Bid**

Crowther stated the Port requested a grant through special projects grant, which was awarded, the grant does have an asking cap. The Port struggled to receive a bid for the project, when they did it came in a lot higher than expected and was not the material originally asked for. Since then, the Port received another bid for this project from the same company for the original material that was lower. Crowther is recommending accepting this bid and moving forward with the walking path. Greiner suggested applying for the Parks and Rec grant to use towards the walkway as well, and potentially the docks if they qualify. Shannon suggested also including some covered eating/sitting areas around the kite launch area for a future project. The commissioners discussed the walkway, and wanting it finished for this summer's use.

**Motion: Greiner moved and Wilkins seconded to approve the marina walkway paving project in the amount of \$37,811 from Chine Creek Construction LLC., with the stipulation of completion by June 30, 2024. Motion carried unanimously.**

### **5.4. Willow Creek Industrial Plan- Kickoff Meeting held by Points Consulting**

Crowther stated Points Consulting performed a kickoff meeting for the Willow Creek Industrial Plan with the Port, both Kayla Rayburn and he attended. They would like to reach out to Commissioners, and other entities, like Fairwinds Consulting did during the Strategic Business Plan process. Crowther is going to meet with them in person on April 1<sup>st</sup> or 2<sup>nd</sup>.

### **5.5. Leases- Quarry, Insitu Building, River's Edge**

The Port has developed a lease for the Gravel Quarry, and Ruben Cleaveland has reviewed the lease. There has been an agreement reached with L3 construction, Inc., under Levi Riggs. It is a 3-year lease with an optional 2 1-year extension. The port retains the ownership of the gravel piles currently there, and the piles that belong to the county. The yearly base rate would be \$12,000/year, and a royalty rate of \$1/ton.

**Motion: Greiner moved and Wilson seconded the lease agreement with L3 construction, Inc. with a base rate of \$12,000 and a royalty rate of \$1/ton.**

Crowther advised he has been in contact with someone interested in the Insitu building, and it's a similar company like Insitu in the drone industry. At this time the interest has gone cold but would keep the Commissioners apprised. The last lease up for discussion is the Rivers Edge BBQ and Grill Lease. President Shannon declared a conflict and recused herself from discussions regarding Rivers Edge BBQ and Grill. Crowther discussed the Rivers Edge has been working on a reduced rate for the business, and the most resent reduction was for Jan, Feb, Mar, with follow up at the end of March to reevaluate the situation. The discussion now for April, and Crowther is asking the board how they would like to proceed moving forward with raising the rate back up. David Richter wanted to thank the Port for the reductions and allowing him to make up the amount owed. He has implemented a lot of new promotional projects, and feels ready for the price to start increasing, but the full amount is still intimidating for him. Discussion followed regarding thoughts on rent and arrangements with Rivers Edge BBQ & Grill. Ultimately the Commissioner's goal has been to keep business in the North, so the residents have businesses to utilize, and the town can continue growth. Crowther suggested this may be a good time to reevaluate and create a new contract with Rivers Edge BBQ & Grill rather than the ratified agreements with him and the former entity owned by Pat Shannon. Several arrangements were discussed to start increasing the rate, and the Commissioners felt it needed to be raised in steps not all at once.

**Motion: Greiner moved and Wilkins seconded authority for Crowther to negotiate a lease with David Richter, owner of Rivers Edge BBQ and Grill, for \$1,750/month, which includes utilities \$250 and taxes \$500 through December 31, 2024. Motion carried unanimously, with President Shannon recused.**

#### **5.6. Legal Counsel Replacement & Transition- Letters of Interest Received**

Crowther stated The Port has embarked on a new legal counsel search, and tried to be as transparent as they could through this recruitment process. He was going to address Mr. Ruark's questions, and some of those were suggesting that action would be taken at tonight's meeting. Crowther didn't plan on action tonight but only updating his board on the progress and presenting the letters of interest. One of the firms took the initiative themselves to come and tour the Ports properties and meet the staff. She has not met any of the Board in person yet but did attend one of the Ports meetings and is on the meeting tonight, which was Anna Cavaleri, with Jaques Sharp. He advised he extended an invitation to both firms to attend tonight's meeting. He then asked the board how they wish to proceed, and if they would like personal interviews with both firms. Since one applicant was on, they requested to hear from her. Anna Cavaleri introduced herself, gave some of her law background, and answered questions from the commissioners. Greiner asked about response and additional support from her firm if she is unavailable. Which Anna stated she is available by email, calls, and text most of the time, but when she is not available yes, there is additional support available with her firm. Board discussion followed and several commissioners felt no additional interviews were needed, and they felt comfortable awarding tonight.

**Motion: Greiner moved and Wilson seconded to allow Jed to negotiate a contract with Anna Cavaleri, with Jaque Sharp, for legal services for the Port of Arlington. Motion carried unanimously.**

#### **5.7. Title and Job Description Change Discussion**

Crowther discussed with the Commissioners that since he's been at the Port he's noticed that the duties being performed by some of the employees are beyond the job description, especially in the Administrative Assistant position. He would like to start working on updating the Job description and creating a new position with an appropriate pay scale. The Port is in the middle of the budget process and would like to factor this into the 2024-2025 budget. He would like to have them ready for the next meeting with the appropriate pay scale associated for the Commissioners review and approval. He would suggest keeping the administrative assistant position and updated description if needed. Greiner and Shannon both agreed that the Port has increased the workload for positions since they started taking on more projects. They would like to add the position to the budget for next year as well as the Administrative Assistant position, if it arises there is additional help needed in the office, then the Port can hire additional personnel as needed.

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

Not a lot to report, but wanted to reiterate she has some time to help prepare the property and market it if needed. She was at the County Court Meeting to receive the grant for housing projects for both the entities she is involved in and was excited for the direction they are moving.

#### **7. Commissioner Reports**

7.1. **Kathryn Greiner-** Just wanted to remind people they're having the "Condon Can Revisioning" Monday at the firehall 5pm.

7.2. **Gibb Wilkins**-he doesn't have too much to report. With his city job, they have 3 lots they are going to be talk to PCDC about. He also attended the short school for water operators and water rights could be something down the line that could start having a large impact on places.

7.3. **Ron Wilson**-Hawaii was warm.

**8. Executive Session ORS 129.660(2)(e):**

**Shannon Opened Executive Session ORS 129.660(2)(e) at 6:24pm**

The Times Journal in attendance

**Shannon Adjourned Executive Session at 6:31pm**

President Shannon stated no action decided or needed from Executive Session.

**9. Next Meeting**

Budget meeting and regular Commission meeting in Arlington, April 11, at 5:00pm in the Lower Gronquist conference room.

**10. Adjourn Meeting**

**President Shannon adjourned The Regular Commissions meeting at 6:32pm.**

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President Leah Shannon

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Vice President Ron Wilson