

Regular Commission Meeting
September 14, 2023, MINUTES
5:00PM
Port Office, 100 Island Park Rd., Arlington, OR

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

2. **Present**

President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner (via zoom) Gibb Wilkins (via zoom), and Kip Krebs (via zoom arrived at 5:04pm); Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn, and Attorney, Ruben Cleaveland (via zoom)

3. **Absent**

None

4. **Audience**

None

5. **Public Comment**

None

6. **Additions to the Agenda**

None

7. **Consent Agenda**

7.1. **Approve Regular Meeting Minutes for August 10, 2023**

7.2. **Approve August 2023 Accounts Payable and Financials**

Motion: Wilson moved, and Wilkins seconded to approve the Regular Meeting Minutes for August 10, 2023, and the August 2023, Accounts Payable/Financials. Motion passed unanimously.

8. **Directors Report**

8.1. Strategic Business Plan

Crowther advised that the SBP was adopted August 10, 2023, and printed copies are now available for the Commissioners.

8.2. Proctor Parcel

8.2.1. Forthcoming Alkali Ridge Plat Map by Anderson-Perry

Crowther presented the platted plan of the Alkali Ridge by Anderson-Perry he would like to send in for approval to the planning committee. Greiner asked about a geographic map of the area to show the layout more realistically, and plan buildings.

Motion: Wilkins moved, and Wilson seconded Jed Crowther to submit the plat plan of Alkali Ridge for approval. Motion carried unanimously.

Shannon wanted to discuss what the potential asking price for the house and shop could be. She stated there is a very interested party and didn't know if the Port could give them an asking price. Attorney Ruben Cleaveland said it is fine to talk to him, we can discuss a price, but there can be no official sale or contracts for the property until the lot is partitioned with its own tax ID number. Cleaveland advised the port doesn't have to get

an appraisal to sell property, just to purchase property. He suggested getting a comparative market analysis to come up with a price.

8.2.2. Appraisal for entry right-of-way area

The port must get an appraisal for the right-of-way into the Alkali Ridge property. They have the option of 60' or 1.5-2 acres for purchase from Sallee's. Discussed possible options that could be done with the 1.5-2-acre property if they purchased.

Motion: Wilson moved, and Greiner seconded to ratify the appraisal by Colliers in the amount of \$2,500. Motion passed unanimously.

8.3. Marina Walkway Paving

Struggling to get a bid for the walkway around the West side of the Marina. James is chasing leads and Crowther is reaching out to companies. The grant from the county was approved for construction.

8.4. Willow Creek Planning

RFP for the study of Willow Creek is not ready yet. There are a few firms he hopes will take an interest because they have worked with the core and tribes in the past.

8.5. Leases

8.5.1. Alpine-Annual contract renewal request

Have approached Crowther about renewing their lease. They completed their first year, and the next year extension. They are wanting another extension.

8.5.2. Rivers Edge-Status review and discussion

Leah Shannon declared a conflict of interest and recused herself from the discussion. Crowther gave an update to the board regarding the situation, and the conversation he had with David Richter. Richter stated he is still struggling. Kayla Rayburn was asked about payments and advised Rivers Edge is currently behind \$5,250 and has made two partial payments since the last time it was discussed. There was a lengthy discussion about the pros and cons of continuing the lease or terminating it now because there is a default in the lease for nonpayment. It was decided they would give David Richter, owner of Rivers Edge BBQ and Grill, 3 more months and reduce the rate more, so he has a chance to become current by the end of the year.

Motion: Greiner moved, and Wilkins seconded to extend the reduced rate 3 more months until December and drop the rent/utilities/taxes to \$1000 per month. Motion passed unanimously, and President Shannon recused herself.

8.5.3. Tribal Enforcement

Tribal Enforcement enquired about a build to suit, so they could have a place in town where they had an office, as well as store some of their boats/equipment. There is property the port still has at the mesa between the Insitu and Hanger building where they could build a few more buildings. Wilson suggested we could potentially cut the rate at the Insitu building if they needed something sooner than we could build, until the Port was able to build them their own. Crowther stated he did advise them the Port has quite a few projects currently going, so it may take a little longer to do a build to suite, or start one, if that was what they were interested in.

8.6. Outreach-

Crowther attended the Gilliam County Fair and put up a Fair Booth display and promotional items were handed out. Wilson thought the booth looked great and was very informational. Easy for someone to walk by and see what the Port has been up to

8.7. Training

He Advised Kayla Rayburn attended an extensive Economic Development course August 14-18, in Lacey, WA. Rayburn gave a brief overview of her experience, and what the course entailed.

8.8. Events

8.8.1. Crowther and Rayburn attended a Hanford facility tour.

8.8.2. Crowther had a meeting with Governor Kotek today, that was also attended by Mayor Buffon and County Commissioner Shannon. He believed she also toured WM that day as well. President Shannon confirmed She toured WM, and Greiner stated she met with her as well during her visit to Condon.

9. Presidents Report

President Shannon restated they did host the Governor and her staff at Columbia Ridge Landfield, and she discussed housing at every opportunity that she had. She was advised there are Legislative packages coming out in the fall, and there may be some rural housing fund in there. She felt it was a good meeting and the Governor was very impressed with the county.

10. Commissioner Reports

10.1. Ron Wilson: Advised that Marta and himself were able to acquire the "EAT" sign off the top of the Pheasant. Described the letters and their integrity. They would like to donate them to the Port, and would like them to stay in Arlington, and not leave. Possibly putting it behind the Gronquist building. They do need a little work.

10.2. Gibb Wilkins: There was some vandalism at the old Condon Grade School he had to clean up, and work with the Sheriff's office. There is also a property owner in Condon behind the ODOT shop that would potentially be interested in selling if the price was right. If anyone knows anyone that would be interested, he could give them the owners' contact information.

10.3. Kip Krebs: Went to Port of Morrow to do a training as a commission on the port board. What to do and what not to do as a publicly voted commissioner.

10.4. Kathryn Greiner: She also was able to meet with Governor Kotek and advocated for housing as well. The department of aviation will be in Condon on November 7, 11:00am. This will be to talk about getting fuel and/or water out at Condon Airport. She invited Jed and a few people who use the facility to attend the meeting.

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

No Executive Session needed.

12. Upcoming Meetings

12.1. Commission Meeting

Thursday, October 12, 2023 at 5pm City of Condon

13. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 6:14pm.

President Leah Shannon

Vice President Ron Wilson