

Regular Commission Meeting
March 13, 2025, MINUTES
5:00PM
100 Port Island Road,
Arlington, OR 97812

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

Present: President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther, Kayla Rayburn, and Attorney Anna Cavaleri (via zoom)

Absent:

None

Audience:

Todd Terp (via Zoom)

2. Additions or Corrections to the Agenda

none

3. Public Comment-

None

4. Consent Agenda

Krebs stated there were a couple grammatical errors in the minutes, and where, so Rayburn could make the corrections.

4.1. Approve Regular Meeting Minutes for February 13, 2025.

4.2. Approve January & February 2025 Accounts Payable and Financials

Motion: Wilson Moved, and Greiner seconded to approve the Regular Meeting Minutes for February 13, 2025, with noted corrections as well as the January & February 2025 Accounts Payable and Financials. Motion carried unanimously.

Greiner also requested P&L to look at for the financials.

5. Director Report

5.1. Alkali Ridge Subdivision

5.1.1. Bid Results and Potential Award

Crowther stated he distributed an email from Brad Baird, and forwarded to Anna. Low Bid was \$1,279,704.80 from Bolin Construction LLC. Brad verified the companies' credentials, and everything came back clean regarding complaints or fines. The grant is short from the bid by \$157,058. There are ways to remedy that, one included in the packet, state housing infrastructure grant for \$100,000, which Crowther will be applying for if the Commissioners agree. Some of this project does not qualify for this, but the front portion that is going to hold more density would qualify. The Port would have to apply by the end of the month, and it awards quickly. Another method to reduce the cost is, in the cul-de-sac on the South-East part of the lot, remove the sidewalk around the cul-de-sac. There was a resent discussion at City Council about the timing of when the sidewalks should be put in. The Port does have to do sidewalks, but the Port may be able to put them in later. Discussion about pros/cons of waiting or making

changes. Greiner stated if this plan has been approved, to just do it, and apply for the state grant, and whatever else we can track down.

Motion: Wilkins moved, and Wilson seconded, to authorize Jed Crowther to sign the Notice of Intent to award form for the Alkali Ridge Subdivision project to Bolen Construction of Hermiston, OR. Further authorize Jed Crowther to sign the Agreement and Notice to proceed contracting paperwork when received from Bolen, after successful completion of the 7-day Notice of intent to award period, and after review and approval of contracting paperwork. Motion carried unanimously.

5.1.2. Lot Access and Layout

After the road is finished, and already planned stub outs on, are 3 available lots to the North West, and 8 lots around the North East, that can be split, and sold. In the front North East corner, we can then do a plan unit development with a rezone of R2. Shannon asked about apartments, and Crowther said it's about buffering and moving into more density. Discussion followed about possibilities and future planning with the property after the street is finished. Rezoning the property, and marketing the property. Anna stated another tool the Port could use with a potential developer would be a Disposition and Developer Agreement (DDA), which would include; develop in a certain time, and have certain features. Crowther wanted to caution everyone, that we cannot market the property, until it is a recorded lot. Anna could provide two different samples that are public record documents for the board to look at to get a sense of a DDA. Anna also said another option would be community land trust, they own the land, buyer would own the house, but never the land. At the minimum go for a rezone on the front North East corner, and then move forward depending on the type of zoning the Port is able to work with. Shannon stated it is a lot more desirable for developers to have build-ready lots with a paved road in front, and being able to show the property. Shannon also wanted to know if we should look into Morrow County and who is developing there for housing. The Commissioners would also like to approach the City of Arlington for a work session about housing. Crowther appreciates the input from everyone on the commission and direction for him to take. Consensus with the Commissioners for Crowther to go for the state infrastructure grant for \$100,000.

5.2. Willow Creek Well

5.2.1. Well drilling quotes

There are 2 quotes in the packet for well drilling; Courtney Well Drilling, LLC and Waterwell Developing & Surveys, LLC. Krebs went over what the Port could potentially want, and what kind of volume the Port could get with the depth it takes. They spoke to Kenneth Thiemann regarding regulations and permitting. Krebs also stated you can have a well per section, so North side of freeway and South side of the freeway restricted by available power. Well restrictions emailed from Kenneth Thiemann (details in email, in the meeting packet). Several Commissions stated the use needed would probably be between 15,000-20,000 gal/day. Unfortunately, Krebs couldn't find any paperwork regarding the railroads old well previously drilled in 2012. The Port could drill a test well, to see what type of permitting the Port would need to acquire to drill a functioning well. Krebs went over some potential situations the driller could run into while drilling. Both pro/cons that could decrease the quotes, or if running into problems it could increase the price, so recommending the port should test drill with a not to exceed amount. Greiner asked if we can make sure we hit water before we decide on PVC vs Metal casing. Stated we could, but would recommend metal for the type of ground that is most likely going to be drilled through.

Motion: Krebs moved, and Wilkins seconded to approve the master services agreement, up to \$45,000 with Courtney Well Drilling, LLC on the South Willow Creek property. Motion carried unanimously.

5.2.2. Water Consultant

Holding off on a consultant sense an agreement was signed.

5.3. Other

5.3.1. Alpine outdoor canopy siding is finished, and pictures included in the packet.

5.3.2. Went to a Brownfield advisory program through MCED, that would be good to utilize for the VI property later if we are part of it.

6. Presidents Report, Leah Shannon

Nothing to report, but this has been a great meeting.

7. Commissioner Reports

7.1. **Ron Wilson**-nothing

7.2. **Kip Krebs**- asked about the Ports participation in parades again this year, and the Commissioners were interested again. May Day Parade in the North End would be first, and then 4th of July in the South End would be second.

7.3. **Kathryn Greiner**-nothing

7.4. **Gibb Wilkins**-nothing

8. Executive Session ORS 129.660(2)(e): To conduct deliberations with persons designated by governing body to negotiate real property transactions.

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

Shannon Adjourned Executive Session at 6:45pm.

No decisions were made in Executive Session.

9. Next Meeting

Commission Meeting- Thursday, April 10, 2025, Gronquist Building, preceded by Budget Committee Meeting.

10. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 6:55pm.

President Leah Shannon

Vice President Ron Wilson