

**Regular Commission Meeting**  
**July 12<sup>th</sup> – 1:30 pm**  
**2 Marine Drive, Boardman, Oregon 97818**

**I. CALL TO ORDER AND INTRODUCTIONS**

Jerry Healy called the meeting to order at 1:30 p.m.

**Commissioners:** Jerry Healy, Larry Lindsay, Joe Taylor, Marv Padberg and Rick Stokoe

**Staff:** Gary Neal, Eileen Hendricks, Lisa Mittelsdorf, Mark Patton, Ryan Neal, Tim Patton, Ron McKinnis, Kalie Davis, Stefanie Swindler and Brandy Warburton

**Guests:** As listed on sign-in sheet

**II. SWEARING IN OF RE-ELECTED COMMISSIONERS**

Eileen led Joe Taylor, Jerry Healy and Rick Stokoe in taking the oath as re-elected Commissioners for the Port of Morrow.

**III. APPROVAL OF MINUTES –June 7<sup>th</sup> Regular Commission Meeting**

Joe moved to approve the minutes from the last Regular Commission meeting and Rick seconded the motion. No discussion was had. Motion passed unanimously.

**IV. OLD BUSINESS**

**A. Willow Creek Valley Economic Development Group**

Sheryll Bates reported that they are still working on a duplex or triplex to help with the workforce housing needs in the area. Their current project is a \$100,000 grant that will be divided up for a housing rehabilitation program in South Morrow County. The purpose is to improve and increase available housing stock in South Morrow County.

**B. Boardman Chamber Update**

Julie Gisi reported on the 4<sup>th</sup> of July festivities which she felt had a good turnout this year. As of June 1<sup>st</sup>, the Chamber took over the administration duties of the home buying incentive and the business incentive programs from BCDA. The July Chamber luncheon will be a presentation on the upcoming solar eclipse. Julie also reported on the ribbon cutting of the Boardman Pool and Recreation Center that was held on July 1 and had around 500 in attendance.

**C. SAGE Center Update**

Kalie reported on the SAGE Center activities for the month including, National Ice Cream Day on the 16<sup>th</sup>, Hydromania student tours, OMSI traveling exhibit on the 22<sup>nd</sup> & 23<sup>rd</sup> and Lamb Weston hiring and training events. Stefanie gave a summary

on the school visit season which included 57 different schools and 3200 people total. She also reported on her outreach activities with different areas of Oregon.

**D. Pipeline Project Update**

Mark reported that the pipeline passed the pressure test and it's running between 4000-6000 gallons of effluent water out to Madison's farm right now. Ron still needs to certify it and there's still some fine tuning left to do.

**E. Freezer Warehouse**

Ryan reported on the Warehouse activity for the month of June which was another busy month. The Planer building remodel is in progress and phase one is anticipated to be done by the middle of August. The Real-time Inventory system should be operational by October 1<sup>st</sup> after some training. They are also building a 60x60 pad behind the maintenance shop to repair their woodside racks.

**F. Bridge and Road Schedule for HB2001**

Mark reported that Tapani was chosen as the contractor for the bridge. Hwy 730 acceleration lane is on hold until the pond design is completed. Paving should start in the fall and will be done by October 1<sup>st</sup>.

**G. Early Learning Center**

Mark reported that interior painting is completed, they are finishing up the roof now and the curbs and sidewalks should be starting soon. The flooring is scheduled for the first of August. The building is still on schedule to be completed by the school year start. August 30<sup>th</sup> at 3:00pm is the scheduled date and time for the ribbon cutting.

**H. Other**

Karen Pettigrew said there is nothing new to report on the Corps land.

Gary reported on the derailment that happened last month. He is still dealing with UP on the liability of the derailment and the rail has not been fixed yet.

**V. NEW BUSINESS**

**A. Port Policy Review**

- **Resolution 2017-10 Port Comprehensive Crime Coverage Policy formerly Commissioner & Staff Bonding Policy**  
Replaces prior bonding policy with new policy to maintain insurance coverage.

Marv moved to approve Resolution 2017-10 Port Comprehensive Crime Coverage Policy and Rick seconded the motion. No further discussion was had and the motion passed unanimously.

- **Resolution 2017-11 Procedure to Adopt Policy**

The old policy stated that any policy changes needed two meetings to adopt into policy. The new policy states that it's up to the Commission whether we need one meeting or two meetings to adopt the policy.

Joe moved to approve Resolution 2017-11 Procedure to Adopt Policy and Marv seconded the motion. No further discussion was had and the motion passed unanimously.

- **Resolution 2017-12 Vehicle Compensation Policy**

A resolution to confirm our existing policy.

Marv moved to approve Resolution 2017-12 Vehicle Compensation Policy and Joe seconded the motion. No further discussion was had and the motion was passed unanimously.

**B. Resolution 2017-09 Authorizing Resolution to Issue Bonds**

The Commission had previously approved financing of Boardman Foods expansion using a lease/purchase agreement. Dave Ulbricht reported that the resolution authorizes issuing bonds for this purpose as well as to refinance our 2013 issues, resulting in a \$600,000 savings to the Port of Morrow.

Rick moved to approve Resolution 2017-09 Authorizing Resolution to Issue Bonds and Joe seconded the motion. No further discussion was had and the motion was passed unanimously.

**C. Lease of Shop Building**

Mark reported that Buttercreek Contracting has signed a lease for the Port's old fitness center building for \$1800 a month for up to five years and its renewable annually.

Marv moved to approve the lease of the shop building to Buttercreek Contracting and Joe seconded the motion. No further discussion was had and the motion passed unanimously.

**D. Lease of Office Space**

Gary reported that Windwave currently uses the old Tidewater office and was sub-leasing it from them. Our lease with Tidewater is currently expired and windwave would like to enter into a lease of \$1200 per month on a month-to-month lease.

Joe moved to approve the lease of office space to Windwave and Rick seconded the motion. No further discussion was had and the motion passed unanimously.

**E. Other**

Tim reported that the shop lost a few employees for different reasons and have hired five new employees in the past three weeks.

Eileen is interviewing candidates for the Assistant Controller position and has some really qualified applicants.

Gary is interviewing candidates for the SAGE Center Manger position on Friday the 14<sup>th</sup> and hopes to have it filled soon.

## VI. STAFF REPORTS

Staff reports were reviewed and discussed.


### DEDICATION FOR GAR SWANSON DRIVE

A dedication of the new road was held at 4:00pm. Gary presented the family of Gar Swanson with a smaller version of the road sign with the dedication date on it.

Upcoming events –

8/9/17                      1:30pm Port of Morrow Regular Commission Meeting

The meeting was recessed at 2:36 pm. Executive session started at approximately 2:45 pm. The commissioners came out of executive session at 3:20 pm and there being no further business the Commission meeting was adjourned at approximately.

  
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Gary Neal, General Manager

  
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Rick Stokoe, Commission Vice-President

# PORT OF MORROW

Commission Meeting

July 12, 2017

## SIGN-IN SHEET

NAME PLEASE PRINT	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
Sheryl Bates	McVEDE		
CHRIS ECKER	VEC		
NICK MILDRETT	IWD 29		
Marie Linnell	Lamb Weston		
DAVID WEBB	SPJO		
Karen Robinson	City Bidan		