

**Regular Commission Meeting**  
**November 8<sup>th</sup> – 9:00 am**  
**2 Marine Drive, Boardman, Oregon 97818**

**I. CALL TO ORDER AND INTRODUCTIONS**

Jerry Healy called the meeting to order at 9:00 a.m.

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

**Staff:** Gary Neal, Eileen Hendricks, Lisa Mittelsdorf, Mark Patton, Ryan Neal, Tim Patton, Kalie Davis, Heather Cannell, Gabe Hansen, Ron McKinnis and Miff Devin

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

**II. APPROVAL OF MINUTES –October 18<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.

**III. GEORGE DUNKEL – SPECIAL DISTRICTS ASSOCIATION OF OREGON**

George introduced himself and reported to the group on what services he/SDAO could offer in the assisting of recruitment for a new General Manager when Gary retires. The Commissioners asked several questions and requested a contract of fees be presented to them.

**IV. AUDIT REPORT REVIEW**

Mike Poe summarized the report for the group. The audit went well and no problems were reported.

Marv moved to accept the audit report and Joe seconded the motion. No further discussion was had and the motion passed unanimously.

**V. OLD BUSINESS**

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

Sheryll Bates reported that the land survey has been completed and Jacob Cain will present his findings to their meeting group on 11/22. The findings will help them decide how to move forward with construction.

She also reported on the housing rehabilitation program. They have one home in Ione that will be closing soon and four others in the county in the works.

The Corps of Engineers is doing a tour of the Willow Creek Dam on 11/16. Interested parties should contact Sheryll to RSVP

**B. Boardman Chamber Update**

Julie Gisi reported that the Chamber's career day was a success with about 60 high school seniors and 30 businesses participating. The Halloween festivities that they planned were also a success.

Their focus for the upcoming future will be on the "shop local" program that will run from 11/25-12/20. As well as, the Christmas lighting ceremony which will be on 12/6.

BCDA received additional funding from CREZ and they have four applications that will be funded soon with seven more pending applications for this year.

**C. SAGE Center Update**

Heather reported on the SAGE Center activity for the past month including the number of visitors that came through and where they came from. As well as the numbers for the SAGE Center Movie Night.

Pat and the landscaping crew are working on the Christmas light display and their goal is to have it up and running by 12/1.

**D. Pipeline Project Update**

Mark reported that things are going well on the project. All but one farm manifold are completed. The lining bid was awarded to International Lining. The construction of the pond is about 20% finished and is on schedule to be ready for the liner in March 2018.

**E. Freezer Warehouse**

Ryan reported on the warehouse activity for the month of October. Overall it was a very busy month. It was the first full month of operation at the new dry warehouse and they moved about 5000 pallets in and out of the warehouse. He currently has three different customers using the facility and is in contact with two others.

The freezer warehouse had its busiest month ever in October. The new retail program is going really well. The railway continues to be an on-going problem for them.

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

Mark reported that the bridge decks have been set, the back walls have the concrete poured and the side walls are being poured soon. The estimated completion date for that is the end of the year. The lighting bid was awarded recently. There

should be enough left in the budget to pave Rupe Kennedy road all the way to the Windwave building.

**G. Workforce Training Update**

Kalie reported that she has been spending most of her recent time at the high school helping students with soft skills training such as resume writing, interviewing and local job searching. She's also been working with BMCC to set up a training schedule for next year and will hopefully be able to present it to the local industries in December. Her goal is to have local industries get the training here instead of sending their employees across the country to get the needed training.

**H. Other**

Rick told the group that the city of Boardman has recently received recognition for being ranked the 9<sup>th</sup> safest city in the state of Oregon, out of 241 cities.

**VI. NEW BUSINESS**

**A. Port Policy Review**

- **#17 Volunteering Policy**

Eileen reported that the original policy is from 2007 by request of Special Districts to cover the Port's volunteers, specifically the Commissioners under the workers' compensation policy. No changes were recommended to the policy.

Joe moved to approve the current Volunteering Policy as is with no changes and Rick seconded the motion. No further discussion was had. The motion passed unanimously.

- **Real Estate Commission Policy**

Lisa reported that the current policy was adopted in 1985 and it states that the Port will pay a Real Estate Commission fee. The client usually is paying a fee for their service so the Port has opted to not pay as well. The suggested updated policy will say that the Port does not pay a Real Estate Commission fee.

Marv moved to approve Resolution 2017-14, The Real Estate Commission Policy and Joe seconded the motion. No further discussion was had. The motion passed unanimously.

- **#4 Contract Review Policy**

Gary and Eileen reported that the current policy was adopted in 1986 and reviewed in 2006 and is need of a few changes. Changing the wording from the Commission "may" delegate the responsibility to the General Manager to the Commission "has" delegated the responsibility to the General Manager. Also, removing the restriction that states projects can't go into the next fiscal year. Lastly, expanding the policy on notification to the

Commission of contracts that are signed that are over \$100,000. If it is a non-standard contract, it will be reviewed by an Attorney.

The Commission will review the suggestions and make a decision at the next Commission meeting.

**B. 2017 SDAO Best Practices**

Eileen reported on the Best Practices program that is a discount program by our insurance company that could earn the Port up to a 10% discount on our premiums annually. The survey for the program will be filled out and answered during the meeting.

**C. Assignment of Lease**

Gary reported that ZeaChem will have an upcoming name and address change. He is still working on it and will send out the specifics when he receives them.

**D. Other**

Lisa reported on the Pacific Northwest Waterways Association (PNWA) Fall Conference that she, Jerry, Marv and Joe all attended.

Lisa also updated the group on the application status of the Tiger Grant and Infrastructure Grant. She worked with CFM from Washington DC on the applications and they would now like a representative to come to Washington DC and lobby the Congressional staff on those grant applications.

Gary reported the most recent update on the Corps of Engineers land adjacent to the Riverfront Center. Lisa and he met with the BIA and Corps of Engineers recently in The Dalles to discuss the land and its possible uses. Gary believes the meeting was a positive step forward in the process.

Tim reported that Well 5 would begin being drilled on Thursday, 11/9/17. He also reported that they started on the PDX 62 freshwater line as well.

Gabe and Eileen reported on budget numbers for the first quarter of the fiscal year.

Miff reported on all of the upgrades that he's been working on for the potable water systems. The automation will be more efficient for employees to monitor all activity. He also reported on a new email server upgrade for the Port.

**VII. STAFF REPORTS**

Staff reports were reviewed and discussed.

Upcoming events –

12/07/17	11:30 Employee Christmas Lunch
12/13/17	1:30 Regular Commission Meeting
12/15/17	5:30 Staff Christmas Party Social Time
12/15/17	6:00 Staff Christmas Party Dinner

The meeting was recessed at 11:22 am. Executive session under **ORS 192.660** started at approximately 11:25 am. The commissioners came out of executive session at 12:33 pm and there being no further business the Regular Commission meeting adjourned.

  
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Gary Neal, General Manager

  
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Jerry Healy, Commission President

**PORT OF MORROW**  
**Commission Meeting**  
**November 8, 2017**

**SIGN-IN SHEET**

<b>NAME</b> <b>PLEASE PRINT</b>	<b>COMPANY</b> <b>REPRESENTING</b>	<b>PHONE NUMBER</b>	<b>EMAIL</b> <b>ADDRESS</b> <b>(If we don't have it)</b>
Sheryl Bates	WCVETP		
Heather Cannell	SAGE		
Karen Pettigrew	City Boardman		
Julie Gisi	Chamber / BCDA		
Mike Poe	CPA		