

**Regular Commission Meeting
January 13th – 1:30 pm
2 Marine Drive, Boardman, Oregon 97818**

I. CALL TO ORDER AND INTRODUCTIONS

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

Commissioners Present: Rick Stokoe, Jerry Healy, Marv Padberg, Joe Taylor and John Murray

Staff Present: Ryan Neal, Lisa Mittelsdorf, Eileen Hendricks, Mark Patton, Kalie Davis, Erika Lasater and Brandy Warburton

Visitors Present: Brian Maag, Debbie Radie, Tom Flaherty and Armando Nunez from Boardman Foods

Staff via Video Conference: Tim Patton, Marcine Brangham, Miff Devin, Jacob Cain and Pat Tolar

Guests via Video Conference: Torrie Griggs, Kirby Garrett, Gregg Zody, David Ulbricht, Debbie Pedro, Leslie Pierson, Karen Pettigrew, Tamara Mabbott, Melissa Lindsay and Patrick Collins

II. APPROVAL OF MINUTES –December 9th Regular Commission Meeting Minutes and the December 15th Special Commission Meeting Minutes

Joe moved to approve both the December 9th Regular Commission Meeting Minutes and the December 15th Special Commission Meeting Minutes. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

III. ELECTION OF PORT OF MORROW COMMISSION OFFICERS FOR 2021

Rick opened the nominations for 2021 Commission Officers starting with President. Marv nominated Rick to remain as President. Jerry seconded the nomination. No other nominations were voiced, and the nomination was passed unanimously.

Joe nominated Marv to remain as Vice-President. John seconded the nomination. No other nominations were voiced, and the nomination was passed unanimously.

Jerry nominated Joe to remain as Secretary/Treasurer. Marv seconded the nomination. No other nominations were voiced, and the nomination was passed unanimously.

IV. OLD BUSINESS

A. Legislative Updates

Kirby Garrett from CFM Advocates reported that congress passed a covid relief/appropriations bill in the last month. State and local government aid was not included in the relief bill but all the accounts that the port would be interested in were fully funded in the appropriations bill.

Patrick Collins from Representative Greg Smith's office reported that they just went through the official swearing in and the long session will start on this coming Monday.

B. East Beach Unit Train Expansion

Mark reported that the project is done except for punch list items.

C. B.U.I.L.D. Update

Jacob reported that he got approval from U.P. for operations and signals to move forward to 30% design package submission which he expects to submit by next week. He has also executed a letter of agreement with U.P. and paid the deposit and engineering fee for them to start the design of the main line signaling and switches. He is hoping for approval for the 30% design package by then end of the month or beginning of February.

Mark reported that we are a little bit behind schedule, but he doesn't anticipate asking for an extension.

D. New South Lift Station

Mark reported that we should resume working on the project again soon.

E. Heppner Update

Mark reported that on January 6th, he received a confirmation from FEMA that they had received our request for a revision of the flood plain. FEMA now has 90 days to make a determination and respond to our request.

Ryan reported that we have two partitions that will be in front of the planning commission next week and Jacob will plan on attending the meeting.

F. Mader/Rust Reuse Expansion

Mark reported that the last building was finished last week, and the project is nearly complete.

G. Airport Well

Mark reported that the initial casing is down 18 feet in the well and they are hoping to finish the project by July.

H. Gar Swanson Extension

Mark reported that this will be the PDX 109 campus and they plan to move trailers in next week. The crews are doing mass excavation now and they will be laying rock next week and the asphalt bids will be open in the spring.

I. Strategic Plan

Lisa presented the commissioners with a final version of the plan that was just received. The product total ended up being around \$115 thousand. Lisa asked the

commissioners to look over the final product and let her know if any changes need made before final approval at the next commission meeting. Todd Chase from FCS is ready to report on the economic impact study at any time.

J. CREZ III Update Discussion

The latest version of IGA's were presented to the commissioners for review after the County Commission had some changes. Ryan explained the changes to the group with the county's comments. Discussion was had by all on both documents.

Joe moved to approve the IGA for CREZ III with the City, County, Port agreement as presented with the county's changes and the County and Port agreement, with the language to include the "affected taxing districts" as the Port Commissioners had approved previously and presented to the County. Jerry seconded the motion. No further discussion was had, and the motion passed unanimously.

K. Other

Joe noted that the photo on our cover page for the audit report from last month is the exact representation of what he thinks of when he sees the port. Mark showed the group a large wall calendar that Erika had made that included the photo to the group and each commissioner will get one to take home.

V. NEW BUSINESS

A. Appoint Budget Officer / Approve Budget Calendar / Approve Budget Committee Members

Eileen reported that the commissioners were given a list of the current budget committee members by email and the list showed the members whose terms were expiring. Marv said his appointee, Jason Proudfoot, will continue on for another term and Rick said his appointee, Mark Pratt, will continue on for another term as well.

Jerry moved to appoint Eileen Hendricks as Budget Officer for the coming budget year. John seconded the motion. No further discussion was had, and the motion passed unanimously.

Marv moved to approve the budget calendar as presented and the budget committee members who will be renewing their terms. Jerry seconded the motion. No further discussion was had, and the motion passed unanimously.

B. Resolution 2021-01 – Bond Refinancing

David Ulbricht from SDAO explained the refinancing resolution to the group. There are currently four existing obligations that are being considered for refinancing, series 2014, series 2016, series 2017A and series 2017C, as well an additional \$4 million in funds for the port to finish the digester project and

additional funds for Boardman Foods. David is expecting the transaction to happen in early February and closing in mid-February. The estimated savings in direct benefit to the port is around \$3 million dollars over the remaining life of the loans. Eileen explained the spreadsheet of existing loans and savings to the group.

Brian Maag from Boardman Foods explained their use of the previous bond funds and their need for additional funds at this time to build additional freezer storage and dry storage at their facility.

Marv moved to approve Resolution 2021-01, bond refinancing resolution. John seconded the motion. No further discussion was had, and the motion passed unanimously.

C. Other

Eileen pointed out to the commissioners the dates for the upcoming SDAO Annual Conference are February 3rd & 4th and the conference is completely virtual and free of charge.

Lisa mentioned that the PNWA is also going to be virtual for their Mission to Washington conference this year and it will be held March 15th-18th.

Eileen also reminded the commissioners that the deadline for applications for district elections is March 18th.

VI. STAFF REPORTS

A. SAGE Center Update

The SAGE Center is still closed to the public so most of the staff have been working at the golf course. Ryan reported that we have recently created and hired for a new hybrid position, Education and Workforce Training Coordinator. The position will help Kalie with workforce training and work at the SAGE Center as the Education Coordinator. Kimberly Rill who is the current Executive Director at Hermiston Chamber of Commerce accepted the position and will start with us on February 15th. We also partnered with the Boardman Chamber of Commerce on getting a reader board for outside the SAGE Center.

B. Warehousing Update

Marcine reported on the numbers for the month of December for the warehouse which were down a little from last year. Warehouse capacity is at 65% currently and the cooler is at 98% capacity. They finished the cross stocking of cheese and inventory for Tillamook. They just completed an AIB audit and received 1000 out of 1000 on it. The dry storage just acquired a new customer, Air Filters Northwest out of Portland.

C. Workforce Training Update

Kalie reported on her recent activities which included finalizing the video for Eastern Oregon Workforce Board, Columbia Works internship program, virtual job

fair on 4/28, and she gave an update on the status of the forklift simulator which is delayed due to the controls.

D. Maintenance Shop Update

Erika showed pictures of the projects to the group as Tim explained the progress of each including East Beach Rail, Early Learning expansion, Gar Swanson expansion, Marker 40 Golf Club updates, Mader/Rust building 9, airport well, freezer warehouse electric gates, Laurel lane water connection, Morrow County greenhouse and Boardman foods.

E. Communications Update

Erika reported on her recent activities which included taking pictures of various projects around the Port, starting the winter newsletter and working on the Eastern Oregon Workforce Board video which she showed to the group.

F. Golf Course Update

Pat was unable to connect his audio to make a report for the group.

G. Usage Reports

Staff reports on water and rail usage were reviewed and discussed.

G. Other

No other staff reports were given at the time.

VII. OTHER REPORTS

A. Willow Creek Valley Economic Development Group

No representative was available for a report.

B. Boardman Chamber Update

Torrie Griggs reported on the chamber's recent activities which included the upcoming monthly luncheon, the 2021 Virtual Oregon Legislative Affairs discussion on Wednesday mornings, virtual lunch and learn series, upcoming Frostbite golf tournament, Boardman childcare opportunities roundtable discussion and the annual awards banquet which is accepting nominations now.

BCDA –

A community enhancement survey was sent out and they have received 51 surveys back. The board will use those results to create a priority list for the coming year.

Home Buyer's Grant has six applications submitted so far this year.

C. Other

No other business was discussed at the time.

Upcoming events –

2/3-4 th	SDAO Annual Conference (virtual)
2/10 th 1:30pm	Port of Morrow Regular Commission Meeting
3/18	Port of Morrow Candidate Filing Deadline
5/18	District Elections

The meeting was recessed at 3:06 pm. Executive session under **ORS 192.660**, started at approximately 3:09 pm. There being no further business, the Regular Commission meeting adjourned at 3:29pm.

Submitted by:



Ryan Neal, Executive Director



Rick Stokoe, Commission President

