

**Regular Commission Meeting**  
**October 13<sup>th</sup> – 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, Marv Padberg, Joe Taylor and John Murray

**Commissioners Not Present:** Jerry Healy

**Staff Present:** Lisa Mittelsdorf, Eileen Hendricks, Mark Patton, Kalie Davis, Kim Rill, Erika Lasater, Jason Hendricks and Brandy Warburton

**By Zoom Meeting:** Tim Patton, Miff Devin, Pat Tolar, Andrea Orcutt, Jacob Cain, and Marcine Brangham

**Visitors Present:** Torrie Griggs and Karen Pettigrew

**By Zoom Meeting:** Joanna Lamb, Aaron Palmquist, Greg Smith, Kirby Garret, Debbie Radie, Mike Aldritt, Candy Chick

**II. APPROVAL OF MINUTES –September 15<sup>th</sup> Regular Commission Meeting Minutes**

Joe moved to approve the September 15<sup>th</sup> Regular Commission Meeting minutes. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

**III. OLD BUSINESS**

**A. Legislative Updates**

Kirby Garrett reported that the same four main bills that he discussed at the last meeting are still being worked on with not much movement recently, but congress is hoping to finalize them by the end of October. Our earmark submissions were supposed to be marked up by the sub-committees last week but that hasn't been completed yet.

Greg Smith joined the zoom meeting after later and reported that the big topic of discussion in the state is redistricting. The new House District 57 has been redrawn which is the district that he serves and all of Morrow County is still in his district.

**B. CDA Update**

Neither Greg Smith nor Debbie Pedro were available, so Lisa reported that the Programmatic Agreement has been signed and the final transfer date is scheduled for May of 2022. All commissioners took a tour of the facility last week. John asked for someone to give him some background information of the land at another time so he could effectively answer questions from the public.

Greg Smith reported that they had received word this morning that all necessary signatures except for the CTUIR representatives have signed the Programmatic Agreement. They expect no issue with CTUIR's signature and once it's signed then the Memorandum of Agreement will be attached for signatures. Once the MOA is signed, the Corps of Engineers will be directed to draft the Deeds of Trust for the land transfer. He believes final signatures will be done by the end of June.

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

Jacob reported that he had a phone call with UPRR this morning and he should be receiving the last of the revisions from them by 2pm today. He believes that he can resubmit to them tomorrow and then receive 100% approval. He also received the second submittal from Knife River for the deck beams after rejecting them last time.

**D. New South Lift Station and Line to 41 Station**

Mark reported that the project is out to bid now, and all bids will be opened next Thursday. Delivery of materials isn't expected until January 2022.

**E. Heppner Update**

Tim reported that the well is being flushed out this week. Scott will need to do some fine-tuning on the electrical side soon.

Mark reported the flood plain issue needs a geotech report which will cost about \$40-50 thousand more in order to proceed. Commissioners all agreed to proceed with the full Geotech report from Anderson Perry.

**F. Airport Well**

Mark reported the well drillers will be back on-site on October 24<sup>th</sup> to do the flow test on the pump and the test pump will be set at 400 feet ideally.

**G. East Beach Utility Improvements**

Tim reported that the crews have made it to Columbia avenue and they are waiting on a pipe to go underneath the road. While waiting they did some dust control with seeding and watering and they expect to be done with the project in a month or so.

**H. Flex Space Building**

Mark reported that the building is complete and occupied now.

**I. Community Projects**

Brandy reported that the dog park is complete, so it's been removed from the list. Mark reported that he hasn't received anything including a schedule from Boardman Fire. Tim reported that Tom will be available in the next few weeks to move the drainpipe for Irrigon FFA. Lisa reported that the Port will not have any feasible land for the FFA to use.

**J. SAGE Center Addition**

Mark reported that he's still working on preliminary designs and going through the structural designs to determine materials that would be needed. The building will be over 15,000 square feet and have a room capacity of around 654 people.

**K. Other**

No other old business was discussed at the time.

**IV. NEW BUSINESS**

**A. Port of Morrow Pension Plan**

Eileen reported that she is trying to convert our current plan to a more standardized plan that Empower has and she has a few questions that she wanted the commissioners opinion on. The first question is in regards to how we use the funds in our forfeiture account. The funds can be used to pay our fees with the plan, those funds can be allocated to other employee accounts, or they can be used towards future Port contributions. Our account currently has over \$100,000 in forfeitures. Another question is on conversions of unused accrued vacation and sick time. An option would be to convert the remaining 50% of sick time into their retirement account or convert 100% of their sick time into the retirement account. The commissioners would like to know what the cost of all the options would be before making a decision.

**B. Other**

Mark gave an update on the progress of the digester project to the group. We've hired contractors and they will be on-site this week to start and they should be completed with the first phase by June.

Also, well one is getting a complete redo and we're replacing the building entirely.

Joe asked about the status of DEQ testing. Miff reported that the permit modification for Mader Rust is in their hands because we have completed everything on our side.

**V. STAFF REPORTS**

**A. Financial Update**

Eileen gave all commissioners a cash balance report and a current budget versus actual report to review. She pointed out that we've spent 76% of the budget for the motor pool already this year so we need to discuss any future needs before purchasing anything. We also received a grant to expand the SAGE Center but those funds are not available to us until summer of 2023. The rest of the reports were reviewed and discussed.

**B. SAGE Center Update**

Torrie went over their recent and upcoming activities including the number of visitors and where they are from for the month of September. They will be hosting movie nights in November, December and January for \$5 in the theater. Harvest Festival was a success and the SAGE store is doing good with increased online sales. Joe asked about a tour of the Think Big Space remodel. There will be an open house soon but she said that a tour could be arranged for after the next commission meeting if they'd like.

**C. Warehousing Update**

Marcine reported on the numbers for the month of September for the warehouse which were up from this time last year. Freezer capacity is at 89% currently, the cooler is at 70% capacity and the dry storage is at 100%. Lamb Weston has signed a new updated contract with the warehouse.

**D. Workforce Training Update**

Kalie reported on her recent and upcoming activities which included the high school internship program which has 17 students currently, Think Big Space will have its open house soon and a new program called HIRE that will focus on graduating students who want to go straight into the workforce and forego further education. Erika shared a couple of pictures of a recent workforce training poster/calendar that links to trainings that are offered through BMCC.

**E. Maintenance Shop Update**

Erika showed pictures of the progress of some projects that they've been working on while Tim explained them to the group including the flex space building, East Beach, Well 2 and Marker 40 Golf Club. He also went over updates to Boardman Foods landscape and all the old meters being replaced with new ones.

**F. Communications Update**

Erika showed photos of projects including Harvest Festival and the Think Big Space. She's also been working on training videos for the warehouse, tour maps and the fall newsletter will go out soon.

**G. Golf Course Update**

Pat reported on the golf course's recent numbers for the month of September which were 368 total rounds of golf played, 300 were by members and 68 were employees. Cart rentals totaled 162.

**H. Usage Reports**

Staff reports on water and rail usage were reviewed and discussed. Eileen pointed out the new meters were making a difference in the water usage numbers.

**G. Other**

No other staff reports were discussed at the time.

## VI. OTHER REPORTS

### A. Willow Creek Valley Economic Development Group

Joanna Lamb reported that they had a request from Brownhouse Coffee for an emergency situation with their sewer line and it was awarded by WCVED. They are continuing to work on workforce housing and infrastructure.

Heppner Chamber Update – Joanna reported that they are redoing the chamber’s website and they had two new members this month, Life Defined by Light and Gorgenet.

### B. Boardman Chamber Update

Torrie reported that the monthly chamber luncheon will be in person again this month. The upcoming community activities that she wanted to highlight included Chamber After 5 next Thursday, 2<sup>nd</sup> annual Trunk or Treat, Morrow County Health Dept and OHA have partnered to host a free Covid testing site on Thursdays, Boardman Pool and Rec Center “Bring a Friend” event, Taylor Pumpkin Patch and AWS Tech Day on October 22<sup>nd</sup>.

BCDA Home Buyers’ Incentive program has currently paid out \$275,000 of the budgeted \$300,00 for the year. All registration fees for youth sports have been paid for this year with a donation from Good Shepherd to BCDA. The dog park fencing will be completed soon, and the basketball courts are almost complete as well. They are also committed to an incubator project of a strip mall of about 5000 square feet total.

### C. Other

Karen Pettigrew, Boardman City Manager, reported that the Family Dollar store is open and the Dollar General is breaking ground behind Murray’s Drug. The city has sold 27 new house permits this year so far which is record breaking. The Deputy City Manager position has been posted to find someone to take over for her when she retires.

Torrie updated the group on her efforts with Tesla bringing in charging stations. Tesla has agreed to place eight super charger stations at SAGE Center.

Upcoming events –

11/10 1:30pm POM Regular Commission Meeting

The meeting was recessed at 3:11 pm. Executive session under **ORS 192.660 (2)(e)** started at approximately 3:18 pm. There being no further business, the Regular Commission meeting adjourned at approximately 4:05 pm.

Submitted by:

  
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Rick Stokoe, Commission President

  
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Joe Taylor, Commission Secretary

**PORT OF MORROW**  
**Regular Commission Meeting**  
**October 13, 2021**

**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>
Karen Pettigrew	City		