

Regular Commission Meeting
November 10th – 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, Jerry Healy and John Murray

Staff Present: Ryan Neal, 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, Jessica Esparza and Marcine Brangham

Visitors Present: Torrie Griggs, Karen Pettigrew, Debbie Pedro, Dawson Quinton

By Zoom Meeting: Joanna Lamb, Aaron Palmquist, Greg Smith, Debbie Radie, Candy Chick, Chelsea Hewitt, Brian Posewitz, Wendy Neal and Jim Doherty

II. CONSENT AGENDA

A. October 13th Regular Commission Meeting Minutes

Joe moved to approve the consent agenda items. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

III. LEGISLATIVE UPDATES

Representative Smith reported that he had a lunch meeting with the Governor's office about workforce development and how it relates to construction, manufacturing and healthcare recently. Investments could total about \$500 million with focus on rural and minority communities.

IV. OLD BUSINESS

A. Port of Morrow Pension Plan

Eileen explained that she had looked into changing our retirement plan, but it's been decided to not change plans right now.

B. Policy Updates

Brandy explained that the current Comprehensive Crime Policy was in the packet for the commissioners to review for changes. She has checked with our agent to make sure that it was still current, and they agreed it was still their accepted policy, so she recommended no changes be made to the policy.

Joe asked about the need for having specific employees bonded with the insurance and Eileen explained that it doesn't list specific employees but covers all employees.

No other questions were asked at the time.

C. Other

No other old business was discussed at the time.

V. NEW BUSINESS

A. Land Lease - Jacob

Lisa explained that Jacob has requested to lease some property from the Port that is east of Paterson Ferry Road, next to the freeway for grazing purposes and since he's an employee of the Port, she just wanted the Commission to be aware and ask if they had any concerns. He would like a 7-year lease and plans to put a building on the property. Joe asked if we had any other prospects for the property. Ryan reported that we've had many discussions with people, but the property currently doesn't have water rights, so no one is interested.

No concerns were voiced at the time.

B. Land Sale to UEC – Paterson Ferry Rd.

Jacob showed a map to the group of the parcel of land that we've discussed selling to UEC and gave a brief background on the land.

Marv moved to approve Ryan to continue negotiations with UEC on the sale of the land and sign all necessary documents for the transaction. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

C. Audit Report

Chelsea Hewitt with Connected Professional Accountants in LaGrande reported on the Port of Morrow's annual audit. We were required to have two audits this year due to federal expenditures of more than \$750 thousand on top of our normal annual audit. A copy of the report and the Governance Letter was given to all commissioners to review. Chelsea went through the report and gave a brief overview of it, and she reported no issues were found in the audits.

John moved to accept the annual audit report as presented. Jerry seconded the motion. No further discussion was had, and the motion passed unanimously.

D. Other

No other new business was discussed at the time.

VI. STAFF REPORTS

A. CDA Update

Greg Smith reported that the CDA and the BRAC held their monthly meeting this morning, and he thinks things are progressing forward. The Programmatic Agreement has been fully signed by everyone and recorded. The FONSI (finding of no significant impact) agreement is now waiting for the joint base Lewis McCord to sign which should be done in the next week. Discussion was had about a noise ordinance on the property, but Greg expressed his dislike of that to the group. He's hoping that by March of 2022 the transfer could take place.

The CDA Board will have their next meeting on December 9th at 1:30pm where they will be discussing how the allocation of HB2017 dollars are spent.

B. Grant Update

• **B.U.I.L.D.**

Jacob reported that good progress has been made on the project. The footings and retaining wall designs are completed and the goal is to open the bid package for the project on December 16th. Jacob also has had talks with Boardman Chip on the relocation of their scale due to the new road.

C. Project Updates

• **SAGE Center Addition**

Mark met with the architect last week and changed some of the previous design. He's hoping for preliminary designs back from them next week and construction plans by January or February.

• **Digester**

Mark reported the contractor is on-site now and they are welding the liner down. Jacob reported that the internal piping is being done and the outside piping won't be done until after the anchor trench is backfilled completely.

• **Community Projects**

Ryan reported that he's been having discussions about the Port donating land for an indoor gun range. He doesn't have all the details right now, but just wanted the commissioners to be aware of it.

D. Financial Update

Eileen explained the reports that are in the packet to the group. She pointed out that we have dispersed the cash to Boardman Foods that we had borrowed in April.

E. SAGE Center Update

Torrie went over the number of visitors for the month of October and the upcoming activities at the SAGE Center including the Christmas light show that is being set

up now and will be ready for the community tree lighting on December 4th. SAGE Center movie nights are back for the winter months and the SAGE Center Store is fully stocked and will be open the day after Thanksgiving.

F. Warehousing Update

Marcine reported on the numbers for month of October for the warehouse which were down for the year. Erika showed a short video to the group, showing how full the warehouse is right now. The cooler is at 80% capacity, the dry storage is at 100% capacity and the warehouse is at 95% capacity.

G. Workforce Training Update

Kalie reported on her recent activities including the mid-semester evaluations and possible new employers for the high school internship program, the ribbon cutting for the new Think Big Space, updating the positions for the Columbia Works internship program, updating the workforce training portal and working on a wage and benefits study with eight industry employers to share.

H. Maintenance Shop Update

Erika showed pictures while Tim explained them to the group of some of the current project's progress.

- **New South Lift Station and Line to 41 Station**
A new type of vault was installed, and bids have been opened and a contract for the pipe has been awarded.
- **Heppner Update / Heppner Flood Plain**
Met with the engineers last week and Tom will be hooking up the water lines soon. Forrest has been flushing the lines to get rid of the sulfur smell.
- **East Beach Utility Improvements**
Jim's crew is paving today, and they should be flushing next week.
- **Well 1 Remodel**
Bids will be opened for materials next Tuesday.
- **Airport Well**
Miff reported that the pump specs were incorrect, and they are trying to figure it out now with his approval.
- **Well 2**
New meter is installed, and a new building put up for the well.
- **Landscaping**
Brian's crew has been updating and cleaning up some landscaping around the port.

- **Barenbrug Building Remodel**
As our staff grows, we are running out of space. Workforce training and Communications will move to that building after a complete remodel is done.
- **Boardman Foods Landscape**
They are waiting for the contractors to be done so they don't interfere with them before starting on the landscaping.
- **Windwave Punch List**
Working on a list of things that need completed and Windwave will reimburse the Port for time and materials on those items.

I. Communications Update

Erika showed pictures of her recent activities including AWS Tech day and the Christmas light show at SAGE Center. She has also been working on website updates and several video projects.

J. Golf Course Update

Pat reported on the numbers for the month of October which were 377 rounds of golf of which 209 were paying customers, 152 were members, 16 were POM employees and they also had 124 cart rentals for the month.

K. New Leases

No new leases were reported on at the time.

L. Usage Reports

Staff reports on water and rail usage were reviewed and discussed. Eileen pointed out a spike in rail tariff to the group.

M. Other

No other staff reports were discussed at the time.

VII. OTHER REPORTS

A. Willow Creek Valley Economic Development Group / Heppner Chamber

Joanna Lamb reported that the Ione townhouse is up for sale now and the money from the sale will be reinvested in future projects. They have 48 jobs listed in south Morrow County right now and their next meeting is December 22nd.

Heppner Chamber Update – Joanna reported that they will be hosting a townhall meeting tonight about broadband in the area and they will be having a week-long event December 11-18th to celebrate Heppner. The next meeting will be January 20th.

B. Boardman Chamber Update / BCDA

Torrie reported that the next monthly luncheon is November 17th and the next Chamber After 5 networking event will be November 18th followed by a ladies night. AWS Girls Tech day is November 13th and registration is open on the Chamber's website.

BCDA is closing out the end of the year and planning for 2022. For the 2021 year, they've invested a little over \$900 thousand in Boardman. They will be sending out a survey for suggestions or comments for the coming year.

C. City Updates

Karen Pettigrew, Boardman City Manager, reported that they closed the applications for the Deputy City Manager position on Sunday and December 15th will be a community meet and greet of the applicants.

Aaron Palmquist, Irrigon City Manager, reported that the city will be getting a Dollar General store and Family Dollar store as well as two new gas stations.

D. County Updates

No County updates were given at the time.

E. Other

No other reports were given at the time.

VIII. FOR THE GOOD OF THE ORDER

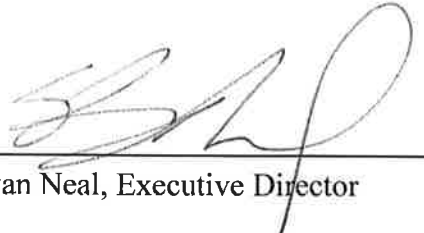
IX. UPCOMING EVENTS:

November 18 th	1-3pm	POM Employee Holiday Lunch
December 8 th	1:30pm	POM Regular Commission Meeting

X. EXECUTIVE SESSION

The meeting was recessed at 3:00 pm. Executive session started at approximately 3:08 pm under ORS 192.660 (2)(e) For the Purpose of Consideration of Deliberations with the Port's Executive Director and Other Staff Members Who Have Been Designated by the Port to Negotiate Transactions Related to the Sale or Lease of Real Property. There being no further business, the Regular Commission meeting adjourned at approximately 4:00 pm.

Submitted by:



Ryan Neal, Executive Director



Rick Stokoe, Commission President

PORT OF MORROW
Regular Commission Meeting
November 10, 2021

SIGN-IN SHEET

NAME PLEASE PRINT	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
Torne Brisson			
Karen Pettigrew	City		