

**Regular Commission Meeting
November 13, 2019 – 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, Joe Taylor, Rick Stokoe, Marv Padberg and John Murray.

Staff: Ryan Neal, Lisa Mittelsdorf, Eileen Hendricks, Mark Patton, Miff Devin, Kalie Davis, Marcine Brangham, Lisa Patrick, Erika Lasater and Brandy Warburton

Guests: As listed on sign-in sheet

II. APPROVAL OF MINUTES –October 8th Regular Commission Meeting Minutes and October 8th Strategic Planning Meeting Minutes

Joe moved to approve both the October 8th Regular Commission Meeting minutes and the October 8th Strategic Planning Meeting Minutes. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

III. OLD BUSINESS

A. East Beach Unit Train Expansion

Ryan reported that he had a call this week with our consultant at MARAD and we are really close to approval now. Mark reported that we are hoping to start moving dirt in early December. Ron is really close with finalizing the designs, but he is having to ask for some exceptions from U.P.

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

Ryan reported that on December 20th all grant applications will be reviewed.

C. Warehouse Expansion Update

Mark reported that things are going good and construction is about a month ahead of schedule. He's hoping that the warehouse will be able to start accepting product after the first of the year.

D. Early Learning Expansion

Mark reported that we have hired an Architect and Engineering firm and he showed the group initial pictures of the proposed designs. Bid packets will hopefully be available January 2nd and the bid opening would be January 30th. The anticipated opening of the expansion would be September 2020.

E. New South Lift Station

Mark reported that we have three pumps trying to pump all the water out and have now rented shoring to help hold back the water and material. The plan is to set the tanks on Monday, the 18th and then pour concrete.

F. MARAD Grant Application

Ryan reported that the applications will start being reviewed on the 20th and we have Congressional support with our application.

G. Heppner Update

Melissa Lindsay reported that she has received the Lidar Study from the County Planning Department on the site and she turned it over to Anderson Perry Engineering for their evaluation on it. Kim Cutsforth gave the group a copy of the flood plane map and explained the restrictions on the site due to the flood plane mapping. Anderson Perry will also make a usable plan for the site for fee. But FEMA would need to give approval on the project before it could move forward.

Ryan reported that a gate and fencing is being placed soon to secure the property.

H. Orchard Wind SIP – Community Service Fee

Jerry reported that Morrow County will send a sample resolution soon for us to take action on at the next Commission meeting. The Port has less than 3% of the affected tax base in our area.

I. Other

No other new business was discussed at this time.

IV. NEW BUSINESS

A. PNWA Annual Conference - Vancouver

Ryan, Jerry and Marv attended the conference in Vancouver recently. Ryan thought it was interesting to learn that Wenatchee is combining two ports into one. He also reported that there is a lot more pressure on dam removal from the different tribes and we need to really watch what happens in the future as it would affect businesses and economy greatly.

B. SDAO Best Practices Survey

Brandy reported that the annual Best Practices Survey has been completed for the Port. We have already been approved for a 10% discount and the remaining 4% available should be added soon since the Board completed the survey earlier in the day.

Eileen also explained that we qualify for a longevity agreement with our insurance renewal this year. The agreement states that we agree to stay with them for at least two years and they agree to not raise our rates more than 5% during that time.

C. Legislative Updates

Ryan called Kirby Garret our federal consultant to give us an update on what's new in Washington D.C. Kirby reported that it was the first day of the closed-door hearings on the impeachment inquiry of President Trump. He is expecting a vote on the impeachment somewhere around December 16th.

The current funding for the MARAD Grant is \$7 million dollars with a limited number of applicants eligible to apply for those funds. He's hopeful that our application will be approved and funded.

D. Investment Policy

Eileen reported that the Port gets approached quite regularly by various investment firms and they advised us to change our investment policy to allow our funds to be invested in other funds rather than just the Government Pool. The State has two sample policies for investments, one is a short form policy and the other is a long form policy. The Port currently has adopted a short form version and that was shown to the group. Eileen showed the Commission a sample long form version with highlighted areas of change from the State's sample. If we decide to use the long form version, then a draft policy will need to be submitted to the Short-term Fund Board at least 6 weeks before for their approval and then our Commission can approve the policy. Eileen is asking for the Commission's comments either way before December 1st, if possible, to meet the deadline for the January Regular Commission meeting.

E. Mader/Rust Reuse Expansion

Mark reported that an agreement was reached with Tim and Shannon Rust for an additional 1800 acres of irrigation ground for land application. We are in the middle of the design phase and hope to have the bid packets out by February. Miff is working on the DEQ side of things.

F. Other

No other old business was discussed at this time.

V. STAFF REPORTS

A. SAGE Center Update

Lisa Patrick reported on the SAGE Center's recent activities including the number of visitors to the center, which was up from last year. Erika showed the group pictures from those activities including AWS Girl's Tech day, Navy Band and the motivational speaker Jake Thompson. She's been working with the Boardman Chamber on the EO Visitors' Guide update and she spent the previous week in Klamath Falls with the REAL Oregon group. Lisa also notified the group that Stefanie Swindler, Education Coordinator for the SAGE Center will be moving to Idaho and her last day will be Friday, November 15th.

B. Warehousing Update

Marcine reported on the numbers for the warehouse facilities for the month of October which was their biggest month so far and the recent trainings that their supervisors have attended recently. They are also working on a couple projects with Lamb Weston to streamline their productions.

C. Workforce Training Update

Kalie reported that she's been doing interviews with the high school internship program and Erika will be making a video on them to help promote the program. They will be adding 5 new positions to the program for the next semester.

Leah Harris, who works for IMESD as a tutor, will be helping Kalie about 12 hours a week with some of these programs and communicating with the students directly.

The Columbia Works Internship program is moving forward. Most of the job descriptions have been written and she's working on media outreach now for the program.

D. Maintenance Shop Update

Tim was not in attendance, so Miff updated the group on the maintenance projects including, well #1 being back up and running after some repairs, all recently developed sites are now leased, the Emert addition, winterizing of all buildings, staging and setting up Christmas lights and the digester project is in the permitting process. Erika showed the group pictures of the projects.

E. Communications Update

Erika updated the group on her activities for the past month including helping Lisa with SAGE Center advertisements, designing new business cards for the Port of Morrow and working with Kalie on the video promoting the internship program.

F. Usage Reports

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

F. Other

Eileen reported that we are almost to the seven-year mark for the new market tax credit. We have \$3.8 million showing as a receivable and \$3.8 million showing as a loan. She is hoping to get both of those cleared off soon.

VI. OTHER REPORTS

A. Willow Creek Valley Economic Development Group

Kim Cutsforth reported on the progress of the two duplexes that are being painted now and will be available to rent in January of 2020. They have a couple local business who are considering leasing them for Executive housing.

The Housing Rehab Program has 22 houses in the program and has paid out \$155,000 so far of the \$290,000 that they committed to the program.

The Business Enhancement Program recently used funds from the program to help with painting the Elks Club building and replacing the awning at Bucknum's.

The Business Incentive Program got approval from the WCVED Board to start the program which is a 50% match up to \$25,000. They have 5 businesses approved already and 2 pending.

B. Boardman Chamber Update

Torrie Griggs reported on the Chamber's upcoming activities including the 2020 membership drive, Winter Market with SAGE Center, "Morning of Excellence" event for recognizing local students, the monthly luncheon on November 20th and the 11th Annual Thanksgiving Dinner on November 28th.

C. Other

Karen reported that the City of Boardman has reconsidered their 4% Franchise Fee Ordinance that they passed last year after Lamb Weston asked them to. If a business has more than 800 employees, the franchise fee will be 3% and all others will be 3 ½ %

Upcoming events –

11/26	11:30am	Port of Morrow Employee Holiday Lunch
12/11	12:00pm	Port of Morrow Commission Bus Tour
12/11	1:30pm	Port of Morrow Regular Commission Meeting
12/13	5:30pm	Port of Morrow Employee Holiday Dinner
2/6-9		SDAO Annual Conference - Seaside

The meeting was recessed at 2:39 pm. Executive session under **ORS 192.660**, started at approximately 3:33 pm. The commissioners came out of executive session at 4:30 pm and there being no further business the Regular Commission meeting adjourned.



Ryan Neal, Executive Director



Jerry Healy, Commission President

PORT OF MORROW
Regular Commission Meeting
November 13, 2019

SIGN-IN SHEET

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