

**Regular Commission Meeting  
December 9, 2020 – 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, and Brandy Warburton

**Visitors Present:** Mike Poe, CPA from Connected Professional Accountants, LLC

**Staff via Video Conference:** Tim Patton, Marcine Brangham, Miff Devin, Erika Lasater, Jacob Cain and Andrea Orcutt

**Guests via Video Conference:** Torrie Griggs, Kirby Garrett, Lori Roach and Aaron Palmquist

**II. APPROVAL OF MINUTES –November 10<sup>th</sup> Regular Commission Meeting Minutes and the November 10<sup>th</sup> Strategic Planning Workshop Minutes**

Marv moved to approve both the November 10<sup>th</sup> Regular Commission Meeting Minutes and the November 10<sup>th</sup> Strategic Planning Workshop Minutes. John seconded the motion. No further discussion was had, and the motion passed unanimously.

**III. OLD BUSINESS**

**A. Legislative Updates**

Kirby Garrett from CFM Advocates reported that negotiations on the appropriations legislation funding, that is set to expire on December 11<sup>th</sup>, have been on the forefront of Washington DC Congress agendas. No agreement has been made yet, but they are working on a week-long extension. They are also still working on Coronavirus Relief bill, that has yet to be approved.

**B. East Beach Unit Train Expansion**

Mark reported that the only part of the project that still needs to be completed is the crossing at Lewis & Clark and the crossover on track 715. Estimated completion is still set for the end of January 2021.

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

Jacob reported that he's slowing progressing through the approval process with U.P. He will start having weekly calls with our U.P. representative from now on. Full development concept is approved by U.P. but the 30% design package hasn't been submitted yet. He should be receiving comments back soon from U.P.'s review soon and the approximate starting date is February 2021.

**D. Early Learning Expansion**

Mark reported that the project is complete, and we received our “Certificate of Occupancy” last week.

**E. New South Lift Station**

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

**F. Heppner Update**

Mark reported that certified letters have been sent to all affected landowners on the flood plain mapping. Once those are received back then we will go to FEMA to start their process. We will also be installing a couple fire hydrants near the site and Lisa is working on a purchase and sale agreement with Chick.

**G. Mader/Rust Reuse Expansion**

Tim reported that we have one building left to put up around manifold 9 and then the project will be done.

**H. Airport Well**

Mark reported that the drilling of the well is expected to start on January 4, 2021.

**I. Gar Swanson Extension**

Mark reported that this is the road that will go to PDX 109 and the crews started grubbing it this week.

**J. Other**

Jerry asked about the article in the paper on the Defense Department funding and having three years to do the necessary maintenance. Ryan explained that it means they have three years after the transfer of the property is complete to have remediation done.

Eileen reported that the BPA transaction will close next Wednesday, and we should be signing by the end of this week.

**IV. NEW BUSINESS**

**A. Audit Report 06302020**

Mike Poe presented the group with a hard copy of the annual audit report for the Port and a copy was emailed previously to the commissioners for their review. He reported to the group that no problems were found, and the financials are fairly presented to the public.

Jerry moved to approve the Audit Report 06302020 as presented. John seconded the motion. No further discussion was had, and the motion passed unanimously.

**B. CREZ Report**

Ryan reported that the CREZ II Board met on Monday to do their annual disbursement of funds, which totaled \$9,231,524.29. He gave a brief summary of the disbursements along with a complete written breakdown to the group.

**C. CREZ III**

Lisa presented the commissioners with a final version of the IGA between the Port of Morrow and Morrow County. All previous versions had been emailed beforehand and Rick had asked for staff comments to be given. Ryan and Lisa both reviewed the documents together and made notes for the commissioners. The only remaining item to be discussed on the agreement was whether the agreement would be non-binding or not. Lisa sent the document to Sam Tucker and David Blanc for their opinion on the matter and those opinions have been sent to the county as well. Discussion was had as to the content of the document by all. The commissioners will review the final document that was presented with Ryan and Lisa's comments and let the staff know of questions or concerns and then we will send back to the county.

**D. Strategic Plan**

Lisa reported that she was hoping for a final version to present to the commissioners today, but she has a few more corrections that need to be done. She will plan to present a final version at the next commission meeting.

**E. Rep. Greg Walden Acknowledgement of Service**

Ryan wanted to take the time to recognize Rep. Greg Walden for his years of service in Congress and as a friend of the Port. He showed the group a plaque that was made to be sent to Rep. Walden and asked for each commissioner to make a comment on camera that will be sent as well.

**F. East Beach Utility Improvements**

Mark reported that a new potable system loop is being installed to stabilize the system for AWS and they are paying for the system. The project is out to bid now and he's hoping to start construction in February.

**G. COVID – 19 Update**

Brandy reported about the new Oregon OSHA temporary rule that was adopted on November 16, 2020. Part of the rule requires employee training on COVID-19, all employees are being trained now and will be completed by the deadline of December 21, 2020. All other pieces of the rule are being addressed and most have been completed. Rick reported on the county-wide positive numbers and Brandy reported on the positives at our facilities which were two in the last couple of weeks and neither were believed to have contracted the virus at work.

**H. Other**

No other old business was discussed at the time.

**V. 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. Andrea will be opening the SAGE Center store for a couple hours on the weekend to try and encourage shopping local.

**B. Warehousing Update**

Marcine reported on the numbers for the month of November for the warehouse which were down a little from last year. The freezer capacity is at 65% and the cooler is at 98% currently. They started doing cross stock of rail cars for Tillamook and by the end of December they will have about 50 rail cars completed. They scored 100% on their cycle count for Lamb Weston quarter 2.

**C. Workforce Training Update**

Kalie reported on her recent activities which included doing virtual interviews for Three Mile Canyon Farms, KEPR news segment on growth in Boardman, Eastern Oregon Workforce Board video, and the Columbia Works updated website. The forklift simulator grant application was approved and she's expecting the simulator to be delivered in January.

**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, Marker 40 Golf Club's new fence, Mader/Rust building 8, RHS baseball field and greenhouse projects, Laurel lane water connection and the Heppner mill site. He is hoping to finish the landscaping project at Boardman Foods by the end of spring.

**E. Communications Update**

Erika reported on her recent activities which included taking pictures of various projects around the Port, getting the newsletter out in the mail, helping with the strategic plan, working on a Port of Morrow calendar and working on a shorter version of our mission statement. She showed videos of the KEPR news clip and the SAGE Center holiday light show to the group.

**F. Golf Course Update**

Pat reported on the number of customers at the course during the month of November.

**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.

**VI. OTHER REPORTS**

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

Lori Roach just wanted to say how much they appreciated the continued CREZ funding of their programs and they plan to continue them for next year.

**B. Boardman Chamber Update**

Torrie Griggs also wished to thank the CREZ board for their support. She reported that the chamber has recently been notified of a Facebook group called “Open Oregon” that is encouraging members to flood Oregon OSHA with complaints about businesses with hopes of overloading their system. She just wanted to let their members and the local businesses know of the potential threat. The monthly chamber luncheon is on the 16<sup>th</sup> and will be virtual with Sonja Neal from Columbia River Community Health Clinic giving updates on the clinic during the pandemic and the four new board members will be announced.

**BCDA –**

The rural broadband program is about 80% complete and they plan to be finished by the end of 2020.

**C. Other**

The budget versus actual financial statements were discussed.

Ryan recognized the untimely death of Marty Myers last week. He will be deeply missed by the Port and in the community. Lisa also mentioned that Ron Daniels passed away.

Upcoming events –

1/13	1:30pm	Regular Commission Meeting
------	--------	----------------------------

The meeting was recessed at 3:11 pm. Executive session under **ORS 192.660**, started at approximately 3:18 pm. There being no further business, the Regular Commission meeting adjourned at 3:53pm.

Submitted by:



---

Ryan Neal, Executive Director



---

Rick Stokoe, Commission President

**PORT OF MORROW**  
**Regular Commission Meeting**  
**December 9, 2020**

**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>
Mike Roe	Connected Professional Accountants LLC	541-963-4191	mpoe@lagrandecpa.com