

**PORT OF MORROW
REGULAR COMMISSION MEETING**

**Riverfront Center
#2 Marine Drive Boardman, Oregon**



**August 3, 2026
9:00 a.m.**

AGENDA

Zoom meeting information is available on our website.



**Regular Commission Meeting
August 3, 2026, 9:00am
2 Marine Dr., Boardman, OR 97818**

- I. CALL TO ORDER AND INTRODUCTIONS**
 - *CONFLICTS OF INTEREST DECLARATIONS***
- II. PUBLIC COMMENT PERIOD**
- III. CONSENT AGENDA**
 - A. July 8, 2026 Regular Commission Meeting Minutes**
- IV. LEGISLATIVE UPDATES**
- V. OLD BUSINESS**
 - A. CDA Update**
 - B. Morrow County Clean Water Consortium Update**
 - C. SIP IGA with County**
 - D. Strategic Business Plan Update**
 - E. Commission Bylaws Update**
 - F. Other**
- VI. NEW BUSINESS**
 - A. Ordinance 2026-01 – An Ordinance Declaring Intent to Create a Special Assessment District Pursuant to ORS 777.530 – Second Reading & Adoption**
 - B. Morrow County Clean Water Consortium Appointment**
 - C. Resolution 2026-09 – Authorizing Financing**
 - D. Audit Contract**
 - E. Willow Creek Golf Course Request**
 - F. Other**
- VII. STAFF REPORTS – in packet**
 - A. Projects Update**
 - B. Maintenance Update**
 - C. Financial Update**
 - D. Usage Reports**
 - E. Other**
- VIII. OTHER REPORTS – in packet**
 - A. Willow Creek Valley Economic Development Group**
 - B. BCDA**
 - C. ICABO**
 - D. Other**

AGENDA

Zoom meeting information is available on our website.



IX. FOR THE GOOD OF THE ORDER

X. UPCOMING EVENTS:

August 3 rd	11-1	POM Employee Luncheon
September 9 th	1:30pm	POM Regular Commission Meeting

XI. EXECUTIVE SESSION

The Port will hold an executive session meeting for the permissible reason(s) stated below under ORS 192.660(2). Representatives of the news media and designated staff and other persons shall be allowed to attend the executive session. The public virtual Zoom Meeting link will be paused during the executive session as permissible executive session meetings are not subject to HB2560. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision will be made in this executive session. At the end of the executive session, we will return to the room, start the public virtual Zoom Meeting link again open the regular session meeting.

A. 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 Real Property Transactions – ORS 192.660 (2)(e)

Next Resolution 2026-10

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Brandy Warburton @ (541) 481-7678.

Port of Morrow provides the option for Zoom Translated Captions.

Instructions: <https://support.zoom.us/hc/en-us/articles/6643133682957-Enabling-and-configuring-translated-captions>

Regular Commission Meeting Minutes
July 8, 2026 – 1:30 pm
2 Marine Drive, Boardman, Oregon 97818

I. CALL TO ORDER AND INTRODUCTIONS

John Murray called the meeting to order at 1:32 p.m.

Commissioners Present: John Murray, Kelly Doherty, Joel Peterson, and Jerry Rietmann. Rick Stokoe was present on Zoom.

Staff Present: Lisa Mittelsdorf, Mark Patton, Eileen Hendricks, Tim Helbig, Marcine Brangham, Jeff Wilson, Jeff Montgomery, Angel Aguilar, Jason Hendricks, Anna Browne, Brandy Warburton, and Erika Morton

Visitors Present: Torrie Griggs, Deb Imus, David Richards, Brenda Proffit, Sara Taylor, Isavel Gonzalez, Beth Purves, Dave Radie

By Zoom Meeting: (Staff) Jessica Esparza
(Guests) Jared Tesch, Debbie Radie, Gerooge Cress, Kim Cutsforth, Ryann Gleason, Sam Tucker, Emily Collins, Michael Miller, David Ulbricht, John Doherty, Jackie Iserman (joe), CHrinkvich, Michael Schrader, Morrow County, Aaron Palmquist, Valerie Ballard

Changes to the agenda: John removed the commission bylaws from the agenda today. All the commissioners agreed. He also added under new business, the CREZ III IGA. Lisa requested a change in order under old business to accommodate Jared Tesch, who has a meeting conflict.

I. PUBLIC COMMENT PERIOD

Deb Imus read a letter from 12 Morrow County residents requesting a change of representation on the Morrow County Water Coalition Board. The letter is as follows:

*June 25, 2026
Port of Morrow Commissioners
2 Marine Drive
Boardman, OR 97818*

Subject: Request for Representation Change on Morrow County Water Coalition Board

Dear Commissioners:

We are writing as a group of concerned residents of Morrow County, some of whom actively serve on the Morrow County Water Coalition as Board Members or Advisory Board, as well as others who have participated in public meetings and discussions regarding water issues impacting our community. We respectfully request that the Port of Morrow consider appointing a different representative in place of Commissioner Kelly Doherty to serve on the Morrow County Water Coalition Board.

Our request is rooted in a shared desire to see the Coalition operate with a strong emphasis on collaboration, progress and unified purpose. Given the critical importance of water quality and sustainability to the health, economy and future of our county, we believe it is essential that all representatives actively support the Coalition's mission and work constructively with diverse stakeholders.

Specifically, we are seeking representation that:

- Demonstrates a collaborative spirit and fosters productive dialogue among stakeholders*
- Supports the Coalition's mission and objectives in both meetings and the broader community*
- Encourages forward momentum and avoids actions that may impede progress*
- Advocates for the effective and timely use of available funding to achieve meaningful outcomes*
- Works to bring people together in a solutions-oriented and proactive manner*

The Water Coalition represents an important opportunity for Morrow County to address complex water challenges through partnership, transparency and decisive action. Representation that reflects these values will strengthen both the Coalition and the broader community it serves.

We appreciate the Port's leadership and ongoing commitment to addressing these critical issues and respectfully ask that you give our request your thoughtful consideration.

Thank you for your time and dedication to Morrow County.

Sincerely,

Deb Imus, Boardman Well Owner

Tom Imus, Boardman Well Owner

David Sykes, Board Member, Heppner Community Member, County Commissioner

Isabel Rodriguez, Advisory Board Member

Brenda Profitt, Boardman City Council

Evan Purves, Irrigon Community Member

Sarah Taylor, Boardman Well Owner
Deanna Camp, Boardman Community Member
Dave Radie, Irrigon Well Owner
Debbie Radie, Advisory Board Member, Irrigon Well Owner
Maryann and Bob Hancock, Boardman Residents
David Richards, Boardman Resident

If you would like to talk to any of these residents directly for any follow-up questions, please feel free to contact Deb Imus at 541-571-3706.

II. CONSENT AGENDA

A. June 10, 2026, Regular Commission Meeting Minutes

B. June 25, 2026, Special Commission Meeting Minutes

Joel made the motion to approve the consent agenda items. Jerry seconded the motion. No further discussion was had. The motion passed unanimously.

Rick Stokoe - Yes

Joel Peterson – Yes

John Murray - Yes

Kelly Doherty – Yes

Jerry Rietmann - Yes

III. LEGISLATIVE UPDATES

- A. State–** Ryan gave the state legislative update. She noted that many updates she was tracking for the Port took place throughout June. She highlighted items that have statewide impact, including the retirement of the OHA director and Medicaid cuts. There is still no update on the Oregon Water Resources Department concepts. The PUC has approved PGE's rate increase for large industrial users. Data centers and tax breaks are a growing topic in the legislature. She also mentioned the \$1.3 million grant application with Connect Oregon for Terminal 3. We are also working with Lisa and Mark for priority funding requests for 2027.

IV. OLD BUSINESS – Agenda items A, B, and C were switched to allow Jared Tesch and David Ulbricht time to make appointments this afternoon. The original agenda item is noted in parenthesis.

- A. (B) Morrow County Clean Water Consortium Update –** Jared Tesch gave an update. He has been speaking one on one with residents to gather information. He continues to research alternative solutions and expand his network, attend meetings, and look for additional funding resources. He said the drinking water roadmap project is wrapping up

and should have a final report ready this fall. He gave an update regarding the West Glenn area in Boardman. He also is continuing research requested by the Boardman City Council so they can make a better decision. Conversations with West Glenn have been positive so far. To date, he's met with 14 residents, 13 of the homes were open to receiving water from the City of Boardman. There are potentially 130 households in that area to meet with still.

John asked for clarification regarding the public comment and asked to see the letter. He would like to better understand the issues. He read the names of people who signed the letter. He asked Kelly if she would like to say anything. Kelly responded that she doesn't think the people who signed the letter aren't affected residents. She knows the affected residents pretty well. A lengthy discussion followed regarding concerns stated in the letter, Port representation, cost estimates, forward progress, and what that should look like.

Jerry made the motion to remove Kelly Doherty from the water consortium and choose a new member. Joel seconded the motion. There was further discussion. Kelly remarked that she feels this is a personal vendetta against her. She doesn't feel she has done a bad job, has pushed for meetings the public can attend, and advocated for city involvement. She stated she is very connected with the residents, and she feels they have a different opinion than the Port commission. John commented hearing that 13 of 14 residents, who have been contacted so far, would be willing to accept city water is a pretty positive sign that this project needs to move forward. Rick stated that he has heard from other residents with concerns and believes Kelly represents ORA more than the Port of Morrow. Kelly said she is not a member or part of ORA. The motion carried with Kelly abstaining.

Rick Stokoe - Yes

Joel Peterson – Yes

John Murray - Yes

Jerry Rietmann – Yes

Kelly Doherty – Abstained

Second change to the agenda – David Ulbricht also needs to leave by 2:30.

- B. (C.) Refinance Update** – David provided an update for refinancing and answered questions. We have a financing plan in place to refinance outstanding notes for a three-year term. This creates as much flexibility for the Port as possible and other forms of financing that may be available for projects. We are on track for the finding and should be no later than mid-September. We are working closely with the underwriting group that helped last time and the Port's bond attorney.
- C. (A.) CDA Update** – Emily Collins gave a report for the CDA. The only remaining tasks on the road project are for ODOT right-of-way and striping. ODOT funding has been used and she understands that the Port is covering funding until the UEC grant is finalized. She also said purchase and sale agreements are moving forward. They hope to have them approved at the next CDA meeting. The auction is also proceeding with proposals from auction companies due July 21.

Joel asked if all invoices have been caught up. There was discussion regarding payments and the IGA. Lisa asked about the easements. Emily said the best course of action is to contact CTUIR, since it will be their property. She is happy to facilitate.

- D. SIP IGA with County** – Jerry said there isn't much to update. The County has proposed an IGA, but he feels it falls short. We need to draft an option and respond with a counter offer. We are slowly progressing.
- E. Strategic Business Plan Update** – Lisa said we had follow up questions and we responded with answers. The amount of the grant has not changed. We will be moving forward with an RFP. Our previous contractor has already provided an estimate for the economic impact. We are hoping to have this complete by the end of the year.
- F. Commission Bylaws Update** – Postponed until next month.
- G. Executive Director Review – Clarification** – We pursued the option legal recommended. We held a special session to follow the letter of law and appointed one commissioner to negotiate and execute with our executive director.

Kelly commented on the process and read a letter she wrote for the public record objecting to the previous decision made at the special meeting. Her letter is included below for the record.

Find this letter as a formal dissension to be placed in the public record:

I object to the motion passed during the special meeting on June 24th 2026 which delegated final execution authority to a single commissioner. At our prior meeting I explicitly warned this Commission that having two commissioners meet to decide on this contract in private was a direct violation of Oregon public meeting law. Instead of returning this major financial decision to a transparent public forum this board reached out to legal counsel and chose a path forward in a loophole. A loophole in definition should never replace the intent of the law: ORS 192.660(4) the prohibition of final actions outside of open sessions. Bad faith and subterfuge is not a positive direction for the Port.

As an elected port commissioner, I have a strict fiduciary duty to oversee the expenditures of public funds. An executive contract is a massive financial liability for this port. By stripping the five member Commission of our right to review, deliberate and vote on the final contract terms in an open session you have disenfranchised me, you have disenfranchised this board, and you have shut out the

taxpayers of Morrow County.

I will not accept any legal or financial liability for a contract executed unilaterally by one Commissioner.

Therefore Mr. Chair; I move to rescind the motion passed at the special meeting and to strip Commissioner Reitman of the unilateral authority to execute the contract and require that the final negotiated contract and salary package be brought back to the full 5-member Commission for a roll call vote in an open public meeting.

John stated there is a motion on the floor. There was no second and the motion died for lack of a second. John asked if there were any comments by the other commissioners – a lengthy discussion followed regarding legality and process.

H. Other

No other old business was discussed at the time.

V. NEW BUSINESS

- A. Ordinance 2026-01 – An Ordinance Declaring Intent to Create a Special Assessment District Pursuant to ORS 777.530 - First Reading** – Eileen provided an overview of the ordinance. It would provide a local improvement district only for wastewater users and offers an alternative to pay for wastewater infrastructure improvements. There are 22 users who would be affected. Rick asked if we know what the boundaries for the district would be and Eileen answered. Michael Schrader was available via Zoom and helped to answer questions and offered additional information.

Kelly made the motion to satisfy the first reading by reading the title only. Jerry seconded. There was no further discussion. The motion passed unanimously.

Rick Stokoe - Yes

Joel Peterson – Yes

John Murray - Yes

Kelly Doherty – Yes

Jerry Rietmann – Yes

John read the title. “An Ordinance Declaring Intent To Create A Special Assessment District Pursuant To ORS 777.530 For The Purpose Of Levying Special Assessments Upon Certain Properties Within The Port of Morrow That Will Benefit From the Port’s Construction Or Acquisition Of Certain Local Improvements Including, Without Limitation, Construction Or Acquisition Of Certain Secondary Treatment Facilities As Part Of The Port’s Existing Industrial Reuse Water Treatment Facilities; Providing Notice Of

A Local Improvement District Formation Hearing to Affected Property Owners; And Other Matters Related Thereto.”

B. Other

CREZ III IGA – John asked what the next steps are to initiate the discussion. Lisa said we could draft language and send it to the CREZ III Board. John directed Lisa to do so.

Change of August meeting date – Lisa requested a change of date for the August meeting and suggested Monday, August 3, to accommodate vacation dates. Jerry said he will be traveling but could probably Zoom in. The date is clear for the other commissioners, although Rick can’t check his calendar. The time will remain the same.

Agenda Packets - Kelly asked if we can make our agenda packets publicly available. Brandy explained that adding it to the website is doable, but last-minute changes means that it wouldn’t be available until after. Kelly argued that the City and County both make it available. The commission agreed. Lisa said we are working towards a system that we can hot link the agenda and packet. Until that time, it will be added to the website and linked like the agenda.

VI. STAFF REPORTS

- A. Project Updates** – Tim Helbig gave a presentation regarding the Connect Oregon Grant for Terminal 3 and answered questions. The grant is being submitted for \$1.29 million, and the total project cost is \$1.8 million. The Port will provide a 30% match. Construction will be ready in early 2027 with project completion in 2028.
- B. Maintenance Update** – Jeff Wilson talked about the surface water treatment facilities, new booster stations, SAGE Center ADA ramp, road construction projects, improvements at the South Morrow Industrial Park, and water pipe installation at the Airport while Erika showed photos of the projects. John asked Angel to give a quick update for the SAGE Center.
- C. Financial Update** – Eileen gave the financial update. The auditors will be here in August.
- D. Usage Reports** – The commission reviewed the reports in their packet.
- E. Other**
No other staff reports were discussed at the time.

VII. OTHER REPORTS

- A. WCVEDG** – Kim gave an update. One of the homes is pending for sale and one of the houses is being rented by MCHD for their traveling employees. They have also been able

to support Heppner Daycare and Willow Creek Terrace. John mentioned a press release from Gilliam County and talked about childcare statistics for Morrow County. He would love to see support for childcare boosted in our county through things like SIP agreements.

- B. BCDA** – Torrie talked about projects and support that BCDA has been involved with, highlighting housing, childcare, business incubator, and recreation. They allocate \$30,000 each year to Families First Childcare, which comes from the CREZ agreements. They continue to see new homebuyers utilizing the grants – there have been 32 applications this year. They have almost exceeded their budget for that grant this year.
- C. ICABO** – Jerry said they take the summer off and there are no updates.
- D. Other**

VIII. FOR THE GOOD OF THE ORDER

IX. UPCOMING EVENTS:

July 10	4-7 PM	POM Employee & Family Appreciation BBQ
August 3	1:30 PM	POM Regular Commission Meeting

X. EXECUTIVE SESSION

John read the executive session statement and adjourned the regular meeting at 3:37 PM.

The Port will hold an executive session meeting for the permissible reason(s) stated below under ORS 192.660(2). Representatives of the news media and designated staff and other persons shall be allowed to attend the executive session. All other members of the audience will be asked to leave the room. The public virtual Zoom Meeting link will be closed during the executive session as permissible executive session meetings are not subject to HB2560. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision will be made in this executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room in-person and open the public virtual Zoom Meeting link again.

A. 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 Real Property Transactions – ORS 192.660 (2)(e)

B. For the Purpose of Consultation with Counsel Concerning the Legal Rights and Duties of a Public Body with Regard to Current Litigation or Litigation Likely to be Filed – ORS 192.660 (2)(h)

Submitted by:

John Murray, Commission President

Lisa Mittelsdorf, Executive Director

INTERGOVERNMENTAL AGREEMENT FOR RURAL STRATEGIC INVESTMENT PROGRAM (SIP) JOINT COORDINATION FRAMEWORK

THIS INTERGOVERNMENTAL AGREEMENT (IGA) is made and entered into pursuant to Oregon Revised Statute (ORS) Chapter 190 by and between **Morrow County (County)** and the **Port of Morrow (Port)**. Each party to this agreement has the following common objectives:

RECITALS:

WHEREAS, ORS 190.010 authorizes local governments to enter into written agreements for the performance of any or all functions and activities that a party to the agreement has authority to perform; and

WHEREAS, the Oregon Strategic Investment Program (SIP) under ORS 285C.600 to 285C.635 allows for property tax exemptions for eligible large-scale capital investments; and

WHEREAS, ORS 285C.609 requires that if an eligible project is located within the boundaries of a port district, the port must be a party to the local agreements; and

WHEREAS, both parties desire to establish an efficient, predictable, and unified negotiation process for upcoming Rural SIP projects to maximize public benefits and protect local infrastructure.

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NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

I. Purpose and Scope

This Agreement establishes the operational structure for the joint evaluation, negotiation, and recommendation of Rural SIP applications and associated Community Service Fee (CSF) agreements located within both Morrow County and the Port of Morrow District boundaries.

II. The Joint SIP Working Team & Governing Body Approval

- a. **Composition:** The parties hereby establish a four (4) member Joint SIP Working Team ("Team").

- b. **Representation:** The Team shall consist of one (1) board representative, appointed

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IGA- SIP – MC and POM

~~by each the Board of each party and the chief executive/chief administrative officer of each party.~~

- c. **Advisory Member:** The County Assessor shall serve as a non-voting, advisory member of the Team.

- d. **Separate Board Approval Required:** Both parties explicitly acknowledge and understand that an agreement, consensus, or recommendation reached by the Team does not constitute or imply final approval by the governing bodies. ~~Both parties agree that the purpose of this Team is to negotiate a successful agreement that can be mutually approved.~~ Pursuant to Oregon law, any negotiated Rural SIP agreement must be separately presented to, reviewed by, and formally approved via independent votes of both the Morrow County Board of Commissioners and the Port of Morrow Board of Commissioners.

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Deleted: ~~<#>Advisory Status Only:~~ The Team is strictly an advisory body tasked with conducting preliminary calculations, vetting applications, and drafting proposed agreement terms with prospective business firms.⁴

Lack of Binding Power: The Team does not possess the legal power or authority to bind, commit, or approve any Strategic Investment Program agreement or Community Service Fee framework on behalf of either Morrow County or the Port of Morrow.⁴

III. Roles and Responsibilities

- a. **Lead Agency:** Morrow County ~~Administrator, or his/her designee,~~ shall serve as the administrative lead agency for processing applicant paperwork, coordinating meetings, and formatting public notices.
- b. **Negotiation Strategy:** The Team shall jointly develop a unified negotiation strategy for each application, including establishing baseline terms for Community Service Fees, public infrastructure upgrades, and local hiring goals.

IV. Confidentiality and Public Records

- a. **Protection of Proprietary Data:** The parties acknowledge that prospective business firms may submit sensitive corporate data, including proprietary financial forecasts, trade secrets, and advanced engineering plans. The Team shall take all reasonable administrative precautions to maintain the confidentiality of information expressly marked as proprietary by the applicant.
- b. **Statutory Exemptions:** To the maximum extent permitted under Oregon Law, the parties agree to utilize applicable exemptions from disclosure under the Oregon Public Records Law, including but not limited to ORS 192.345 (trade secrets) and ORS 192.355 (information submitted in confidence).
- c. **Public Records Compliance:** Notwithstanding the above, both parties recognize that they are public bodies subject to ORS Chapter 192. In the event of a formal public records request, subpoena, or court order compelling disclosure of SIP negotiation materials, the receiving party shall notify the other party and the affected business firm immediately prior to releasing any contested documents.

Deleted: ~~<#>Port Infrastructure Nexus:~~ If a project relies heavily on Port-owned real estate, specialized marine/rail logistics, or Port utility networks (industrial wastewater, cooling water), the Port representatives shall lead the development of the utility and land-use components of the agreement.⁴

V. Term, Amendment, and Termination

- a. **Term:** This Agreement shall become effective upon execution by both parties. This agreement shall not have effect on any SIP negotiations that commenced before July 1, 2026.
- b. **Amendments:** This Agreement may be amended at any time only by a written instrument approved and executed by the governing bodies of both parties.
- c. **Standard Termination:** Either party may terminate this Agreement without cause upon thirty (30) days' written notice to the other party.
- d. **Legislative Termination:** In the event that the Oregon Legislative Assembly amends, repeals, or otherwise alters ORS 285C.623 or related statutes to eliminate or reduce the requirement for port district involvement in Strategic Investment Program agreements, either party may terminate this Agreement immediately upon written notice to the other party.
- e. **Effect of Termination:** Termination of this Agreement by either method shall not disrupt, invalidate, or alter any Rural SIP agreements already finalized and approved by Business Oregon.

Deleted: and shall remain in effect for a period of five (5) years, unless extended by mutual written consent.

<SIGNATURES>



BYLAWS FOR THE PORT OF MORROW BOARD OF COMMISSIONERS

Adopted:

~~2023~~2026

Resolution No.

~~2023-01~~

2 E. Marine Drive, Boardman, OR 97818

BYLAWS FOR THE PORT OF MORROW BOARD OF COMMISSIONERS

TABLE OF CONTENTS

PART I—GOVERNANCE BY POLICIES

1. Name	4
2. Responsibility	4
3. Compliance	4

PART II—BOARD OF COMMISSIONERS

4. Membership	4
5. Powers and Duties	5
6. Commissioner Orientation	6
Reimbursement	

7. Table of Expenses—7Contents

PART I. GOVERNANCE BY POLICIES	6
Section 1. Name	6
Section 2. Responsibility	6
Section 3. Compliance	6
PART II. BOARD OF COMMISSIONERS	6
Section 4. Membership	6
A. Positions and Terms	6
B. Election of Commissioners	6
C. Qualifications	6
D. Oath of Office	6
E. Term of Office – Starting Date	8
F. Vacancies	8
Section 5. Powers and Duties	8
A. The Primary Duties.	8
B. Meeting the Needs of the Port	9
C. Represent Constituents	9
D. Strategic Business Planning	9
E. Membership Liaisons	9
F. Provide Safe Work Environment	10

G. Fiduciary Responsibilities	10
H. Appointment/Removal of Executive Director	10
I. Approve all Contracts and Agreements	10
J. Adopt Annual Budget	10
K. Access to Attorney; other consultants	11
L. Interactions with Port Personnel.....	11
M. Decorum and Conduct.....	11
N. Direct Use and Disposal of Real Estate and Property.....	11
Section 6. Commissioner Orientation	11
A. Cooperation with Commission Candidates	11
B. Orienting New Commissioners	12
Section 7. Reimbursements of Expenses	13
A. Commissioner Compensation, Travel Reimbursement.....	13
Section 8. Bonding and Insurance	13
Section 9. Political Activities.....	13
Section 10. Public Contracting	13
Section 11. Public Records	13
PART III. DUTIES OF COMMISSION OFFICERS	15
Section 12. Duties of the President.....	15
Section 13. Duties of the Vice President	15
Section 14. Duties of the Secretary/Treasurer	15
Section 15. Duties of Commissioners Generally	15
Section 16. Election of Officers	15
A. Process:.....	15
PART IV. ETHICS AND CONFLICTS OF INTEREST.....	16
Section 17. Public Officials	16
Section 18. Prohibitions Regardless of Disclosure	16
Section 19. Nepotism	17
Section 20. Financial Disclosure	17
Section 21. Conflicts of Interest	17
A. Potential Conflict of Interest.....	17
B. Actual Conflict of Interest.....	17
C. Exceptions to Conflicts of Interest.....	18
PART V. COMMISSION MEETINGS.....	18
Section 22. Preparation for Meetings	18
A. Preparation of Agenda	18
B. Distribution of Materials to Commissioners.....	18

C. Distribution of Agenda to the Public	18
Section 23. Order of Business	18
A. Call to Order and Introductions.....	18
B. Conflicts or Interest Declarations.....	18
C. Changes to the Agenda	18
D. Public Comment Period.....	18
E. Consent Agenda	18
F. Legislative Updates.....	18
G. Old Business	18
H. New Business.....	18
I. Staff Reports.....	18
J. Other Reports.....	18
K. For the Good of the Order.....	19
L. Upcoming Events.....	19
Section 24. Notice and Location of Meetings	19
A. Application	19
B. Location of Meetings	19
C. Meetings Held by Telephone or E-Mail.....	19
D. Regular Meetings.....	19
E. Special Meetings.....	19
F. Work Sessions	20
G. Emergency Meetings	20
H. Executive Sessions	20
I. Notice of Meetings	20
J. Social Gatherings, Public Functions and Training.....	20
Section 25. Quorum	21
Section 26. Roster	21
Section 27. Minutes of Meetings	21
A. Minutes of Public Sessions.....	21
B. Minutes of Executive Sessions	21
C. Disclosure of Executive Session Matters.....	21
D. Amendments to Minutes	21
E. Retention	22
PART VI: RULES OF ORDER	22
Section 28. Purpose.....	22
Section 29. Presiding Officer	22
Section 30. Convening the Meeting	22

Section 31. Statement of Conflict of Interest/Ex Parte Contact	22
Section 32. Changes to the Agenda	22
Section 33. Public Comment	22
Section 34. Forms of Action	23
A. Ordinances	23
B. Resolutions	24
C. Routine Decisions	24
D. Consensus	24
Section 35. Motions	24
Section 36. Voting	24
A. Votes Made Public	24
B. Voting Required	24
C. Minimum Votes Required	25
Section 37. Recess	25
Section 38. Adjournment	25
Section 39. Violations of Bylaws	25
PART VII. ADMINISTRATIVE PROVISIONS	25
Section 40. Amendment.....	25
Section 41. Codify.....	26
Section 42. Repeal.....	26
 8. Bonding and Insurance	7
9. Political Activities.....	7
10. Public Contracting.....	7
11. Public Records	7
 PART III — DUTIES OF COMMISSION OFFICERS	
12. Duties of the President.....	8
13. Duties of the Vice President	8
14. Duties of the Secretary/Treasurer.....	8
15. Duties of the Commissioners Generally	8
16. Election of Officers	8
 PART IV — ETHICS AND CONFLICTS OF INTEREST	
17. Public Officials	9
18. Prohibitions	9
19. Nepotism.....	10
20. Financial Disclosure	10
21. Conflicts of Interest	10
 PART V — COMMISSION MEETINGS	
22. Preparation for Meetings	11

23. Order of Business	11
24. Notice and Location of Meetings.....	11
25. Quorum.....	13
26. Roster	13
27. Minutes of Meetings	13

PART VI — RULES OF ORDER

28. Statement of Conflict.....	14
29. Forms of Action	15
30. Motions	15
31. Voting	15
32. Recess.....	16
33. Adjournment	16

PART VII — ADMINISTRATIVE PROVISIONS

34. Amendment.....	16
35. Codify.....	16

36. Repeal 16

PART I. GOVERNANCE BY POLICIES

Section 1. Name

This document and future amendments to this document will collectively be referred to as "Bylaws for the Port of Morrow Board of Commissioners" or simply as "Bylaws".

Section 2. Responsibility

Policies must comply with all applicable federal, state, and local laws and regulations. The Principal Act for Port Districts is found in Oregon Revised Statutes (ORS) Chapter 777. If any policy, rule or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy or rule as determined by the Executive Director will be deemed void until further Commission action.

Section 3. Compliance

All Port personnel must comply with the policies adopted by the Commission. Any failure to comply will constitute grounds for disciplinary action or termination pursuant to the Port's Personnel Rules.

PART II. BOARD OF COMMISSIONERS

Section 4. Membership

A. Positions and Terms

1. The Port Commission consists of five members, each of whom shall be an elector registered in Morrow County, serving four-year terms staggered by two years.
2. Each Commissioner is identified by a position number. Position numbers will be transferred to the successors of each Commission position.
3. All Commissioners serve at large and will represent the entire district.

B. Election of Commissioners

The election of Commissioners will be conducted as provided by ORS Chapters 777 Ports Generally and 255 Special District Elections.

C. Qualifications

Only registered electors of the Port District are qualified to serve as Port Commissioners. Port employees are not eligible to serve as members of the Port Commission. (ORS 198.115).

D. Oath of Office

Each newly elected or appointed Commissioner must take an oath of office prior to or at the first Commission meeting after certification of the election, assuming the duties of the position. The Commissioner must accept the following oath of office: from the Commission President or a Notary Public:

"Please raise your right hand. Do you solemnly swear that you will honestly and faithfully discharge the duties of the Office to which you have been

elected/appointed, and that you will support the Laws and Constitution of the State, and of the United States of America to the best of your ability?"

E. Term of Office – Starting Date

Except where the Commission is filling a vacancy on the Commission, terms of office will start on July 1st following the Port of Morrow's regular election.

F. Vacancies

1. Occurrence

The Commission ~~may~~shall formally declare a position vacant before the expiration of the term for any of the reasons set forth in ORS 236.010 which include:

1. The incumbent dies, resigns, or if is removed;
2. The incumbent ceases to be an inhabitant of the district, county or city for which the incumbent was elected or appointed, or within which the duties of the office of the incumbent are required to be discharged;
3. The incumbent is convicted of an infamous crime, or any offense involving the violation of the oath of office of the incumbent;
4. The incumbent refuses or neglects to take the oath of office, or to give or renew the official bond of the incumbent, or to deposit such oath or bond within the time prescribed by law;
5. The election or appointment of the incumbent is declared void by a Commissionercompetent tribunal;
6. The incumbent is found to be a person with a mental illness by the decision of a competent tribunal;
7. The incumbent ceases to possess any other qualification required for election or appointment to such office;
8. Or is absent from four or more consecutive regular meetings of the board. (ORS 777.135).

2. Filling

The Commission must fill the vacant Commission positions in accordance with ORS 198.320. (ORS 777.135).

3. Term

The appointed individual will fill the vacancy until the next available regular district election at which time the voters will fill the position. (ORS 198.320(2))

Section 5. Powers and Duties

- A. The primary duty and function of the Commission is to conform in every way to all applicable local, state and federal laws in its functioning and to execute the laws of the state of Oregon governing port districts. Oregon's ports are granted broad

authority by the Oregon legislative authority to promote economic development within their local districts. The powers and functions of ports are delineated in the principal act for port districts. Oregon Revised Statutes (ORS) Chapter 777. The power of Ports, as special districts are specified in ORS Chapter 198, and elections for ports are specified in ORS Chapter 255.

B. Meeting the Needs of the Port

The Commission shall exercise those powers granted to it and shall carry out those duties assigned to it by law, in such a way as to best meet the needs of the Port.

C. Represent Constituents

The Commission shall:

1. Represent the constituents of the Port;
2. Inform the public concerning the progress and needs of the Port and solicit and consider public opinion as it affects the programs and services provided by the Port;
3. Limit contact with the media to restating the Commission's position and not individual agenda. Official statement from the Commission shall be directed through the President with coordination with the Executive Director.

A.D. Strategic Business Planning

The Commission shall update its strategic business plan (SBP) no later than every ten years or as required by State Law and use this plan as its guiding document in the development and direction of the Port's mission, vision and goals. The Commission should annually review components and goals stated within the SBP. (OAR 123-025-0005, et seq.).

B.E. Membership Liaisons

The Commission will annually review organizational memberships and assign liaisons to represent the Port's interests to and participation in those organizations. The Commission may remove, suspend or reprimand a member whenever, upon proper proceedings for that purpose, it appears to the Commission that:

1. The member has committed an act or carried on a course of conduct of such nature that, if the member were applying for the commission, the application would be denied;
2. The member has been convicted in any jurisdiction of an offense which is a misdemeanor involving moral turpitude or a felony under the laws of this state, or is punishable by death or imprisonment under the laws of the United States, in any which cases the record of the conviction shall be conclusive evidence;
3. The member is guilty of willful misconduct;
4. The member is guilty of violating any of the provisions of Oregon Government Ethics Law; or
5. The member is guilty of gross or repeated neglect of duty on the committee.

including having three or more unexcused absences within two years.

F. Provide Safe Work Environment

The harassment and discrimination policies that apply to Port personnel also apply to elected officials. Commission members are held to the same standard and for doing their part in reaching this goal of harassment and discrimination free workplace by ensuring clear and written policies on these topics and abiding by these policies.

G. Fiduciary Responsibilities

The Commission has ultimate responsibility over the Port's finances, including the adoption of the budget (ORS 294) and the annual audit.

C.H. Appointment/Removal of Executive Director

1. The Commission confers chief executive authority to the Executive Director. Specific duties of the office will be created and amended by motion or resolution.

2. The majority of the full Commission (quorum) is solely responsible for the appointment and removal of the Executive Director.

3. The Executive Director is responsible to the Port Commission.

4. When the Executive Director is temporarily unable to act as Executive Director or when the office of Executive Director becomes vacant, the Commission may appoint an Executive Director pro tem. The Executive Director pro tem has the authority and duties of Executive Director, except that a pro tem Executive Director may appoint or remove employees only with Commission approval.

5. Upon a vacancy in the office, the Commission shall fill the position within six months. The Commission shall adopt a process for the appointment of an appointment.

6. No Commissioner shall directly or indirectly attempt to coerce the Executive Director or a candidate for the office of Executive Director in the supervision, appointment or removal of any employee, or in administrative decisions regarding the implementation of port policies.

7. The Commission shall review the Executive Director's work performance annually.

D.I. Approve all Contracts and Agreements

Typically, the Executive Director will be authorized to sign on behalf of the Port, or the President in the absence of the Executive Director.

J. Adopt Annual Budget

Prior to the last regular meeting of the fiscal year, the Budget Officer or his/her designated representative shall submit to the Commission a proposed operating budget for the upcoming year for review by the Commission. The proposed budget

will have been approved and recommended by the Budget committee, per Oregon Budget Law. Matters involving the budget shall be handled in accordance with ORS 294. The fiscal year for the port shall commence on July 1 and end on June 30.

E.K. Access to Attorney; other consultants

The President, Executive Director and/or their designee may request any legal, financial or insurance advice that may be needed in dealing with matters pertaining to the welfare of the Port. A quorum of the Commission may request information from Port consultants during any public meeting.

L. Interactions with Port Personnel

Neither the Commission nor any of its Commissioners shall give orders or directives directly to any Port employee, other than the Executive Director and any other Port officers directly appointed by the Commission, except to and through the Executive Director. The Commission and its Commissioners shall respect the separation between the Commission's policy role and the Executive Director's administrative responsibilities by:

1. Not interfering with the day-to-day administration of Port business, which is the Executive Director's responsibility, including personnel management.
2. Refraining from action that would undermine the Executive Director's authority.
3. Refraining from contacting Port personnel, other than the Executive Director.

M. Decorum and Conduct

1. Commissioners shall observe the highest levels of decorum and conduct during all Commission meetings and while representing the Commission.
2. Commissioners shall not, by conversation or action, delay or interrupt any proceedings or refuse to obey the orders of the President or these by laws.
3. Commissioners shall, at all times, be mindful of the role of the Commission and their roles as Commissioners and shall refrain from acting outside of their role or in a manner that unduly interferes with the conduct of the Port's business.
4. Commissioners shall, at all times, treat their fellow Commissioners, Port personnel, Port volunteers and members of the public with respect and courtesy and refrain from using profanity and vulgarity and from making abusive and harassing comments.

F.N. Direct Use and Disposal of Real Estate and Property

The Port has real estate holdings that are important strategic assets for the Port and the region. Therefore, the Port engages in acquisition, disposition and leasing of real property on a regular basis. The Commission will adopt procedures for management of public property by motion or resolution.

Section 6. Commissioner Orientation

A. Cooperation with Commission Candidates

The Commission, through its Executive Director, will cooperate impartially with candidates for the Commission and provide them with information about policies, administrative regulations and other aspects of the operation of the Port.

B. Orienting New Commissioners

The Commission and its Executive Director will assist each new member-elect and appointee to understand the Commission's functions, policies, and procedures before he/she takes office. The following methods will be employed:

1. New Commissioners will be invited to attend and participate as a member of the audience in public Commission meetings prior to being sworn in.

2. New Commissioners will be invited to meet with the Executive Director to discuss services provided by the Port.

3. New Commissioners shall receive training sanctioned by Special Districts Association of Oregon (SDAO), Oregon Government Ethics Commission (OGEC) and/or other similar organizations within one year of taking office. It is strongly recommended that Commission members maintain continuing training in subsequent years.

3.4. The Executive Director will provide material pertinent to Port meetings and respond to questions regarding such material upon request.

4.5. The Executive Director will provide each new Commissioner with access to:

a. A current copy of the Port's Policy and Procedure Manual, and active ordinances and resolutions affecting Port business and operations.

b. A copy of the Port's most recent Strategic Business Plan including Mission, Vision and Goals.

- c. A copy of the Attorney General's "Public Records and Meetings Manual."
- d. A list of all Port Management personnel by position and the Executive Director's employment contract.
- e. Copies of the minutes of all Commission meetings, except for executive sessions, for the preceding twelve (12) months.
- f. Copies of the Port's current and previous fiscal year budgets and financial audits.
- g. Copies of the Port's insurance policies upon request.
- h. Copies of all such documents as the Port's attorney may recommend with respect to any pending claims or lawsuits upon request.
- i. Such other materials as the Commission may direct or the Executive Director deems appropriate.

Section 7. Reimbursements of Expenses

A. Commissioner Compensation, Travel Reimbursement

Commissioners will be reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official Port duties, as funds are available through the budget process following the same procedures as identified in the Port's Policies and applicable state law.

Section 8. Bonding and Insurance

The Port Commission will purchase a bond or other surety that addresses the fiduciary responsibility set forth in ORS 198.220 and the Port will pay the premium.

Section 9. Political Activities

The Port Commission may publicly discuss and advocate for a political position and may perform campaign activity at any time. The Commission is, however, prohibited from using any public employee's work time or other public resources to do so. Public funds may be used to inform the public regarding measures, provided the materials are informational only and do not advocate a position. (ORS 260.432).

Section 10. Public Contracting

All purchases of goods and services, and all construction projects of the Port, are subject to Oregon's public contracting laws. (ORS 279A, 279B, 279C). Contracts are subject to competitive bidding requirements, which are established by statute, administrative rule and by local resolution adopted by the Board of Commissioners acting as the Port's local contract review board.

Section 11. Public Records

The Port Commission must adopt a Public Records resolution in accordance with ORS

192.324.

PART III. DUTIES OF COMMISSION OFFICERS

Section 12. Duties of the President

- A. The President of the Commission will preside at meetings of the Board of Commissioners.
- B. The President will consult with the Executive Director regarding the preparation of each Commission meeting agenda.
- B.C. The President will have the same right as other members of the Commission to discuss and to vote on questions before the Commission.
- D. The President will ensure and enforce decorum during all Commission meetings, as required by these bylaws.

Section 13. Duties of the Vice President

- A. The Vice President of the Commission will, in the President's absence, or during any disability of the President, have the powers and duties of the President of the Commission as prescribed in this Part.
- B. The Vice President will have such other powers and duties as a majority of the Commission may from time to time determine.

Section 14. Duties of the Secretary/Treasurer

- A. The Secretary/Treasurer will attest the signature of the President on all officially approved documents.
- B. The Secretary/Treasurer ~~shall~~will meet annually with the Port's auditor.

Section 15. Duties of Commissioners Generally

- A. All Commissioners are eligible to sign checks. Public officials, however, are prohibited from signing checks paid to themselves, their relatives or businesses with which the official or their relatives are associated.
- B. All Commissioners will have such other powers and duties as a majority of the Commission may from time to time determine.

Section 16. Election of Officers

At the first regular meeting of January, the Commission will elect a President, Vice President and Secretary/Treasurer.

A. Process:

- 1. A Quorum of Commissioners must be in attendance before an officer may be elected.

2. A Commissioner may be elected as an officer upon receiving a nomination, a second and a vote of the majority in attendance. A Commissioner may not nominate or second their own nomination but may vote on the nomination.

3. If the nominated Commissioner does not receive a majority, the sitting Commission President will continue asking for nominations until the office is filled. If an office is unable to be filled, the sitting office holder will remain in the position (the office may become vacant if the most recent office holder is not available) until the next scheduled meeting. The business item will then be placed on the next agenda.

4. In the event of death or inability to serve, the Board must elect the successor at the next regular meeting.

5. In case of emergency, other processes may be used to appoint officers.

B. The one-year term of office is from January 1 until December 31 of the current year.

PART IV. ETHICS AND CONFLICTS OF INTEREST

Section 17. Public Officials

Elected officials are public officials for purposes of Oregon's Ethics Laws. (ORS 244.020(15)).

Section 18. Prohibitions Regardless of Disclosure

Under the Oregon Code of Ethics (ORS 244.040), the following are prohibited regardless of disclosure:

A. Use of or an attempt to use official position or office to obtain financial gain or to avoid financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

B. Use of confidential information to attempt to further the personal gain of the public official, a relative or household member of the public official, or any business with which the public official, a relative or household member is associated;

C. Solicit or receive, either directly or indirectly, a pledge or promise of future employment based on any understanding that the vote, official action, or judgment of the public official would be influenced by the pledge or promise;

D. Receipt of gifts over \$50 in a calendar year received by a public official, relative or member of their household from anyone who has a legislative or administrative interest in the business of the district (ORS 244.025);

E. A public official may not participate in any interview, discussion or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative as defined by ORS 244.020(16); or

F. A person may not, for two years after they cease to hold a public official position, have a direct beneficial interest in a public contract that was authorized by:

1. The person acting in the capacity of a public official; or
2. The person participating as a member of the commission authorizing authorized the contract. (ORS 244.047).

Section 19. Nepotism

Commissioners cannot participate in any personnel action taken by the Port that would impact the employment of a relative or member of the Commissioner's household. (ORS 244.177). The Commission is prohibited from hiring an applicant for the position of Executive Director if a member of the Commission is related to the applicant. The Commission should avoid appointing a Commissioner to fill a vacancy who is related to the Executive Director.

Section 20. Financial Disclosure

Commissioners are required to file Statements of Economic Interest (SEI) annually (ORS 244.050(s)).

Section 21. Conflicts of Interest

There are two types of Conflicts of Interest: potential and actual. There are also exceptions to these rules.

A. Potential Conflict of Interest

A potential conflict of interest is any official action of a public official that could result in private pecuniary benefit (money or something of economic value) or avoidance of detriment (relief from financial obligation or loss) to the person or the person's relative or any business with which the person or the person's relative is associated. When a Commissioner becomes aware that he or she has the opportunity to participate in an action either individually or as part of the Commission that has the potential to result in a personal pecuniary benefit to himself or one of his relatives or a business with which he or one of his relatives is associated, then the Commissioner must publicly disclose the nature of the conflict of interest. After publicly announcing the potential conflict of interest at the meeting where the matter giving rise to the conflict is being discussed or acted upon, the Commissioner may participate in the discussion and vote on that matter. The disclosure must be recorded in the meeting minutes. A Commissioner must announce a conflict of interest on each occasion when the matter giving rise to the conflict of interest is discussed or debated.

B. Actual Conflict of Interest

An actual conflict of interest is any official action of a public official that will result in private pecuniary benefit or avoidance of a cost for the person or the person's relative or any business with which the person or the person's relative is associated. As with potential conflicts of interests, the Commissioner must publicly disclose the

nature of the conflict of interest at the meeting where the matter giving rise to the conflict is being discussed or acted upon. The disclosure must be recorded in the meeting minutes. When facing an actual conflict of interest, the Commissioner must refrain from participating in any official action on the matter, including any discussion or vote. However, a Commissioner may participate in official actions when allowed by ORS 244.120(2)(b)(B). A Commissioner must announce an actual conflict of interest on each occasion when the matter giving rise to the conflict of interest is discussed or debated.

C. Exceptions to Conflicts of Interest

The conflict of interest requirements do not apply when the pecuniary benefit or detriment will affect to the same degree a class of entities or individuals that includes a Commissioner, a relative of a Commissioner, or a business with which the Commissioner or a relative of the Commission is engaged, is a member of, or is associated. The Commissioner is to contact the Oregon Government Ethics Commission to determine whether the class exemption exists in that particular situation.

PART V. COMMISSION MEETINGS

Section 22. Preparation for Meetings

A. Preparation of Agenda

The Executive Director and staff will draft the agenda. Any Commissioner may submit a request to the President or Executive Director for an item to be added to the agenda.

B. Distribution of Materials to Commissioners

The agenda, updated financial reports and other materials related to Commission business will be given to each Commissioner at least ~~five~~ three (3) days prior to any regularly scheduled Commission meeting for review.

C. Distribution of Agenda to the Public

The proposed Agenda will be distributed via email to all Port offices and other facilities, local and other news media, and posted at the required locations convenient for review by Port personnel and the public.

Section 23. Order of Business

The Order of Business may be modified from time to time at the discretion of the President, as necessary. The following order will be generally observed:

- A. ACall to Order and Introductions**
- B. Conflicts of Interest Declarations**
- C. Changes to the Agenda**
- D. Public Comment Period**
- E. Consent Agenda**
- F. Legislative Updates**
- G. Old Business**
- H. New Business**
- I. Staff Reports**
- J. Other Reports**

K. For the Good of the Order

L. Upcoming Events

1. Consent Items

1. a. The purpose of the consent items is to expedite regular Commission meetings by grouping routine or uncontested items of business so that they may be approved by a single motion. The consent items may include any or all of the matters on the regular agenda. The Commission, by consensus, may add any item of business on the regular agenda to the consent items. Any Commissioner may remove any item from the proposed consent items for consideration during Action Items. A vote in favor of or opposition to the consent items is considered to be a vote on each of the individual items.

2. b. Consent items may not include action items related to Ordinance adoption.

Section 24. Notice and Location of Meetings

A. Application

This policy applies to all meetings of the Board of Commissioners, and to any

meetings of committees or advisory groups appointed by the Commission if such committees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Commission.

B. Location of Meetings

All meetings must be held within the geographic boundaries of the Port District, except for training sessions held without any deliberative action. No meeting may be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced. All meetings must be held in ADA compliant facilities.

C. Meetings Held by Telephone or E-Mail

The Commission must refrain from e-mail exchanges or conference calls between a quorum of the Commission that may trigger public meeting rules. A series of one-on-one conversations between members of the Commission with the intent to discuss a vote or the outcome of a vote (a "serial" or "shuttle" meeting) could be considered an improperly noticed meeting and should be avoided.

D. Regular Meetings

Regular meetings of the Commission will be held monthly on the second Wednesday of each month. Such meetings will be held at the Port of Morrow's Riverfront Administration Building in the upstairs Commission Board Room at 1:30 p.m., or at such other location or time as designated by the Port Commission.

E. Special Meetings

The Commission may hold special meetings at the request of the Port Commission or Executive Director if a quorum is available. No special meeting will be held upon less than 24 hours public notice.

F. Work Sessions

Work sessions may be called by the Port Commission or the Executive Director. Notices of work sessions will be given, and minutes taken the same as with special meetings. Work sessions may be held for the purpose of discussing port business that requires more time and exploration than a regular meeting would allow. Final decisions may not be made at a work session. However, a work session may be held in conjunction with a regular or special meeting where a final decision may be made.

G. Emergency Meetings

Emergency meetings of the Commission may be held upon a call of the Port Commission or Executive Director and require as much notice as possible under the circumstances. The minutes of the meetings must reflect the reason for the emergency meeting and explain why less than 24 hours' notice was given. Only such matters that pertain to the emergency may be discussed at such a meeting. Final action may be taken at an emergency meeting.

H. Executive Sessions

The Port Commission or the Executive Director may call an executive session, as long as a quorum is present. Only commissioners and persons specifically invited by a majority of the commission will be allowed to attend executive sessions. Any person present may not disclose any matter discussed during executive sessions, except as permitted by law. Public notice must be given in the same manner as for regular, special and emergency meetings, except that the notice need only indicate the general subject matter to be considered by citing the statutory basis for calling the executive session. The commission may not take any votes nor make any final decisions while in an executive session. (ORS 192.660(6)).

I. Notice of Meetings

1. The proposed Agenda will be distributed to all Port Commissioners and local and other news media within the time period required by law.
2. Notice of the time, place, and principal subjects to be considered will be given for all meetings. For regular meetings, the notice will be in the form of an agenda, which will be given to all Commissioners, local media, and to all persons or other media representatives ~~having~~who have requested notice in writing of every meeting.
3. The agenda will be posted on the Port's website within the time period required by law.
4. E-mailed notice will also be sent to any persons whom the Port knows may have a special interest in a particular action. For special meetings, notices will be issued, or phone calls made to local media; and interested persons. For emergency meetings, the Port will attempt to contact local media and other interested persons by email or telephone to inform them of the meeting. The Port will distribute Agendas and Notices via e-mail and the Port's website.

J. Social Gatherings, Public Functions and Training

Gatherings or other functions in which the purpose is not to discuss business items or to receive background information on a potential future business item are not covered by Public Meeting Law. However, Commissioners should be warned that if during the gathering a quorum of the Commission were to deliberate on a matter that would lead to a violation.

Section 25. Quorum

Three members constitute a quorum of the Commission. If only a quorum is present, a unanimous vote will be required to take final action.

Section 26. Roster

The Port of Morrow staff is to request that all members of the public sign a public roster indicating affiliations. The roster will become part of the public record.

Section 27. Minutes of Meetings

A. Minutes of Public Sessions

The Commission must keep and approve written minutes of all its meetings in accordance with the requirements of ORS 192.650. Minutes will be signed by the Presiding Officer and the Executive Director and codified within a book intended for such purpose. Minutes of public meetings must include at least the following information:

1. All members of the Commission present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- ~~3.~~ 3. ~~proposed and their disposition;~~ Results of all votes, including the vote of each member by name unless unanimous;
- ~~5.4.~~ 4. The substance of any discussion on any matter; and
- ~~6.5.~~ 5. A reference to any document discussed at the meeting.

B. Minutes of Executive Sessions

Minutes of executive sessions must be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by audio or video recording. If minutes of an executive session are kept by recording, written minutes are not required, unless otherwise provided by law. (ORS 192.650(2)).

C. Disclosure of Executive Session Matters

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Commission or per legal counsel. (ORS 192.650(2)).

D. Amendments to Minutes

Additions and corrections to minutes must be identified in the minutes of the meeting in which the additions and corrections were approved.

E. Retention

Officially approved minutes, resolutions, ordinances, and a meeting packet will be retained indefinitely as part of the public record. (OAR 166-150-0005).

F. Availability to the Public

Approved minutes of public meetings will be made available to the public following Commission approval at the next regular commission meeting. Every attempt will be made to post minutes to the Port's website to increase public access. (ORS 192.650(1)).

PART VI: RULES OF ORDER

Section 28. Purpose

The rules of order should be liberally construed to that purpose and Commissioners should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the commission as a whole and confuse the audience at public meetings and the citizens in general.

Section 29. Presiding Officer

The President will preside at Commission meetings. In the President's absence, the Vice President will preside. If both the President and Vice President are absent, any other member of the Commission may preside.

Section 30. Convening the Meeting

At or near the time appointed, the President will immediately call the meeting to order. Staff shall enter in the meeting minutes the names of the Commissioners present.

Section 31. Statement of Conflict of Interest/Ex Parte Contact

If a Commissioner has a question as to whether he or she has a conflict of interest on a matter coming before the Commission, he or she should contact Port Counsel for further analysis. If a Commissioner has a potential conflict of interest, then prior to taking any action thereon, he or she shall publicly announce the nature of the potential conflict. If a Commissioner has an actual conflict of interest, then he or she must publicly announce the nature of the conflict and recuse himself or herself from any discussion, debate or vote on the matter. (ORS 244.120). Any disclosure of a potential or actual conflict of interest shall be recorded in the meeting minutes. (ORS 244.130). In the event any member of the Commission has had any ex parte contact requiring disclosure under applicable law regarding a matter, the member shall identify the contact and the substance of the contact prior to participating in any vote on the matter.

Section 2932. Changes to the Agenda

A request to add a business item to the agenda or to otherwise consider a special order of business may be requested by any Commissioner but shall require a majority concurrence of the Commissioners present.

Section 33. Public Comment

A. Generally, public comment during commission meetings is not an absolute right. Rather, the Commission permits public comment only for the limited purpose of hearing from the

public about matters directly related to the business of the Port that is within the Commission's jurisdiction. The public comment period is a limited public forum and comments are therefore appropriately limited to matters of concerns, official action, or deliberation which are or may come before the Commission. The Commission is not creating an opportunity for and will not accept public comment on matters that fall outside the scope of the Commission's jurisdiction. Any member of the general public wishing to address the Commission on a matter within the Commission's jurisdiction may do so at the time set for public comment during each regular meeting. Public comment shall be limited to three minutes per person. The Commission, in its sole discretion, may extend this time, or may request further information be presented to the Commission at a later date.

B. Complaints and suggestions to the Commission can be brought before the Commission, other than for items already on the agenda, the President will first determine whether the issue is legislative or administrative in nature and then:

1. If legislative, and a complaint about the letter or intent of the legislative acts or suggestions for changes to such acts, and if the Commission finds such complaints suggests a change to an ordinance or resolution of the Port, the Commission may refer the matter to staff for study and recommendation.
2. If administrative, and a complaint regarding staff performance, administrative execution or interpretation of legislative policy or administrative policy within the authority of the Executive Director, the President will refer the complaint directly to the Executive Director for review. The Commission may direct the Executive Director to report to the Commission when the review has been made. In a complaint against the Executive Director, the President may investigate and report back to the Commission at a later date.

C. Decorum

All those participating in public comments must adhere to the same standards of decorum as the Commissioners. Public comment must not unduly interfere with the Commission's ability to conduct business or otherwise disrupt Commission meetings. Comments that substantially interrupt, delay, or disturb peace and good order of the proceedings of the Commission are not permitted. Examples of such types of comments include shouting, use of profanity or vulgarity, or speaking outside of allotted time. In addition, public comment may not be used for belligerent or abusive behavior including true threats, fighting words, or incitements to imminent lawless action. Abusive and harassing comments that could lead to the creation of a hostile work environment for Port employees required to attend Commission meetings likewise unduly interferes with Commission's ability to conduct its business and are therefore prohibited. The commission requests that all public comments are provided in a manner that is respectful to those in attendance at the meeting.

Section 34. Forms of Action

A motion is a procedural device to place a matter before the Commission for consideration and action. Each form of action listed below (except consensus) must be initiated by motion and be recorded in the official minutes kept for such purpose.

A. Ordinances

Ordinances have the force of law. They are generally used to enact rules and regulations that apply to residents or customers of the Port and can be enforced by

the Commission or by local law enforcement personnel. Adoption of ordinances is subject to statutory adoption procedures found in ORS 198.510 to 198.600. Except under emergency provisions, ordinances must be available for the public to comment on in two consecutive meetings. Ordinances are to be numbered consecutively by year, signed by the President, attested by the Secretary-Treasurer, codified within a book intended for such purpose.

B. Resolutions

Resolutions are used to establish policy, express a position of the Commission (often associated with a grant or agreement), form committees, incur debt, create rules and policies required by ordinance, set fees, and create the budget. Resolutions may be passed at a single meeting. Resolutions are to be numbered consecutively by year, signed by the President, attested by the Secretary-Treasurer and codified within a book intended for such purpose.

C. Routine Decisions

Routine decisions, decisions of an administrative nature, and other procedural matters may be decided by a simple vote of the Commissioners, which is recorded in the minutes.

D. Consensus

Minor questions of clarification, interpretation, implementation, or procedure may be determined by a consensus of the Commission without motion. Consensus shall be used sparingly and not for determining business matters in front of the Commission.

Section ~~30~~35. Motions

A. The Presiding Officer will entertain motions from the Commission, though the Presiding Officer may ask for a staff report in advance to suggest a recommended motion along with background material.

B. If a motion does not receive a second, then the issue is not considered. The Presiding Officer must allow an opportunity for the motion to be rephrased or otherwise discussed before moving on to the next business item.

C. If during discussion, the originator of the motion and the Commissioner seconding it agree, a friendly amendment may be moved forward.

Section ~~31~~36. Voting

A. Votes Made Public

Upon conclusion of discussion or when the previous question has been called for, the President will ask for Commissioners votes. After a vote has been taken, the presiding officer will announce the results of the vote. Modifications to this policy are allowed, but all individual votes must be made public and entered into the minutes.

B. Voting Required

When the vote has been called for, every present Commissioner has a duty to indicate his or her vote, unless the Commissioner has recused himself or herself due

to an actual conflict of interest... No Commissioner may vote by proxy.

C. Minimum Votes Required

The passage of any motion will require the affirmative vote of at least a quorum of the whole Commission, unless otherwise specifically provided by State law.

D. Abstention

For purposes of voting, an abstention is neither an affirmative vote nor a negative vote on any matter before the Commission. A Commissioner who abstains from voting is still counted towards the number of members required present for a quorum, but the abstention vote does not count for either a yes or no.

Section 3237. Recess

The Presiding Officer may call a recess of a meeting for a specified time whenever it appears, in the opinion of the Presiding Officer that a meeting will be unusually long or that a recess would be beneficial for other reasons. A recess may be called during debate or at any other time during the meeting.

Section 3338. Adjournment

The meeting may be adjourned by decision of the President, a majority vote of the Commission, or because of the loss of a quorum. The time of adjournment is to be announced and recorded in the minutes.

Section 39. Violations of Bylaws

- A. The Commission has the authority to enforce these bylaws and ensure compliance with Port ordinances and state laws applicable to the Port and special districts generally. If a Commissioner violates these bylaws, Port ordinances or state law applicable to the Port Commission, the Commission may take action to protect integrity of the Commission and impose discipline on the Commissioner in the form of public reprimand.
- B. Prior to imposing a public reprimand, the Commission must issue the Commissioner written notice of intent to impose a public reprimand. The notice must state, with particularity, the grounds on which the Commission is considering imposing a public reprimand and must include reference to the specific bylaw, local ordinance or state law that the Commission believes the Commissioner to have violated. The written notice must inform the Commissioners that the Commissioner has the right to respond to the notice either in writing or at an open public meeting. The notice must state the date on which the commissioner's response must be received by the commission in order for the Commission to consider such response.
- C. After the Commissioner has the opportunity to respond to the commission's notice of intent to impose a public reprimand, the commission shall decide whether to impose a public reprimand. The Commission's decision shall take into consideration the severity of the violation and any information or mitigating circumstances the Commissioner provided in the commissioner's response.

PART VII. ADMINISTRATIVE PROVISIONS

Section 3440. Amendment

These bylaws may be amended by resolution.

Section ~~35~~41. Codify

Staff is directed to organize these bylaws and potential future amendments to these bylaws into a generally accepted professional format for public use and viewing.

Section ~~36~~42. Repeal

Previously adopted policies that conflict with these bylaws are hereby repealed.

PORT OF MORROW COMMISSION

AN ORDINANCE DECLARING INTENT)
TO CREATE A SPECIAL ASSESSMENT)
DISTRICT PURSUANT TO ORS 777.530)
FOR THE PURPOSE OF LEVYING)
SPECIAL ASSESSMENTS UPON)
CERTAIN PROPERTIES WITHIN THE)
PORT OF MORROW THAT WILL)
BENEFIT FROM THE PORT'S)
CONSTRUCTION OR ACQUISITION OF)
CERTAIN LOCAL IMPROVEMENTS)
INCLUDING, WITHOUT LIMITATION,)
CONSTRUCTION OR ACQUISITION OF)
CERTAIN SECONDARY TREATMENT)
FACILITIES AS PART OF THE PORT'S)
EXISTING INDUSTRIAL REUSE WATER)
TREATMENT FACILITIES; PROVIDING)
NOTICE OF A LOCAL IMPROVEMENT)
DISTRICT FORMATION HEARING TO)
AFFECTED PROPERTY OWNERS; AND)
OTHER MATTERS RELATED THERETO.)

ORDINANCE NO. 2026-1

WHEREAS, the Port of Morrow Commission (the "Commission") is authorized to create a Local Improvement District pursuant to ORS Section 777.530 and certain provisions of ORS Chapters 223 and 777;

WHEREAS, the Commission proposes to create the Port of Morrow Reuse Water Local Improvement District (the "POM Reuse Water LID") and levy special assessments on the properties generally identified as the Boardman Industrial Park and the East Beach Industrial Park, together with certain other industrial properties (as described below), to construct or acquire certain local improvements including, without limitation, the construction or acquisition of certain secondary treatment facilities, including the costs of planning and engineering related thereto, as part of the Port's existing industrial Re-use Water treatment facilities, removal of pond solids from existing re-use water ponds and replacement of related infrastructure, as set forth in more detail in Exhibit A attached hereto (collectively, the "Improvements"), which "Improvements" shall constitute "local improvements" as that term is defined in ORS 223.001;

WHEREAS, the Commission will hold a public hearing in accordance with ORS 777.530(g) regarding the establishment of the POM Reuse Water LID to allow affected property owners to appear to support or object to the POM Reuse Water LID and the special assessments;

WHEREAS, notice of the POM Reuse Water LID formation hearing pursuant to ORS 777.530(g) shall be provided to affected property owners in accordance with ORS 777.530(f) and shall be in substantially the form attached hereto as Exhibit B;

NOW, THEREFORE, BE IT ORDAINED BY THE PORT OF MORROW that the Commission ordains its intent to create the POM Reuse Water LID to construct or acquire the Improvements to benefit the properties generally identified as the Boardman Industrial Park and the East Beach Industrial Park, together with certain other industrial properties (as described below); and that:

- Section 1. The general character and scope of the Improvements are set forth on Exhibit A hereto.
- Section 2. The preliminary estimate of the probable costs of the Improvements is **\$120,000,000**.
- Section 3. The Commission currently expects that the costs associated with the construction or acquisition of the Improvements will be paid, in part, by special assessments that will be levied against the property directly benefited by the Improvements and, in part, from other lawfully available funds of the Port, including the proceeds from the sale of bonds or other debt obligations of the Port.
- Section 4. The special assessments levied in connection with the Improvements will be assessed against any and all reuse water customers in the POM Reuse Water LID, generally identified as the Boardman Industrial Park and the East Beach Industrial Park as well as certain additional industrial properties located on Olson Road and Bombing Range Road to the West and South of main boundaries of the Boardman Industrial Park and the East Beach Industrial Park, as indicated on the map in Exhibit C attached hereto.
- Section 5. The special assessments levied to finance the costs associated with the Improvements will (i) be apportioned within the POM Reuse Water LID in accordance with the special and peculiar benefits each lot or parcel receives from the Improvements in accordance with a methodology established by the Port, in its reasonable discretion, (ii) be recorded as liens on properties that are directly benefited by the Improvements, and (iii) be subject to the Port making supplemental assessments and/or rebates;
- Section 6. The local improvement district shall be known as the Port of Morrow Reuse Water Local Improvement District and, for purposes of the POM Reuse Water LID formation hearing, the boundaries shall be as shown in the map in Exhibit C.
- Section 7. The Commission intends to acquire or construct the Improvements or cause the Improvements to be acquired or constructed.
- Section 8. Notice of the POM Reuse Water LID formation hearing pursuant to ORS 777.530(g) shall be provided to each affected property owner by mail and in accordance with ORS 777.530(f) and shall be in substantially the form attached hereto as Exhibit B.
- Section 9. A POM Reuse Water LID formation hearing will be held not sooner than 20 days after the mailing of the notices described in section 8 above at which affected

property owners may appear to support or object to the proposed local improvements and special assessment. The Commission will consider such objections and may adopt, correct, modify or abandon the proposed local improvement or special assessments.

Dated this 3rd day of August, 2026.

**PORT OF MORROW COMMISSION
MORROW COUNTY, OREGON**

John Murray, President

Attest:

Joel Peterson, Secretary

EXHIBIT A

Secondary Treatment	Treat wastewater after the digester through a secondary treatment facility (sequential batch reactor) to primarily remove remaining BOD (biological oxygen demand) and denitrify. The removal of the BOD will benefit long-term deep storage by minimizing nuisance odors generated by organic compounds breaking down over time. Denitrification benefits land application by producing a consistent a measurable effluent.	Location: Port of Morrow property. East Beach Industrial Park. (Lat: 45.857195 Long: -119.625598)	\$80,000,000
Wastewater Pond Solids Removal	Removes existing solids from the ponds to improve nitrogen loading, odor, and water quality as required by the DEQ.	Port of Morrow property. East Beach Industrial Park. (Lat: 45.857812 Long: -119.622038)	\$20,000,000
Aged Infrastructure Replacement	Replace infrastructure associated with irrigation and distribution systems as identified in preventive maintenance program.	Port of Morrow District	\$20,000,000

EXHIBIT B

**NOTICE OF PUBLIC HEARING
BEFORE THE
PORT OF MORROW COMMISSION**

Description: Proposed creation of Port of Morrow Reuse Water Local Improvement District (the “POM Reuse Water LID”) for the purpose of levying special assessments upon certain properties within the Port of Morrow, generally identified as the Boardman Industrial Park and the East Beach Industrial Park, together with certain other industrial properties, that will benefit from the Port’s construction or acquisition of certain local improvements including, without limitation, construction or acquisition of certain secondary treatment facilities as part of the Port’s existing industrial reuse water treatment facilities

Date of Hearing: _____, 2026

Time of Hearing: _____ [a.m./p.m.]

Place of Hearing: **Port of Morrow Riverfront Center/ Administrative Office Building,
Boardman, Oregon**

NOTICE IS HEREBY GIVEN that pursuant to Oregon Revised Statutes (“ORS”) 777.530, the Port of Morrow Commission (the “Commission”) will hold a public hearing on _____, 2026, beginning at ____ [a.m./p.m.] or as soon thereafter as the matter can be heard, at the Port of Morrow Riverfront Center/ Administrative Office Building, located at 2 Marine Drive, in Boardman, Oregon, to hear and accept public testimony of all affected property owners for the following purpose:

To consider the Port’s proposal to create the Port of Morrow Reuse Water Local Improvement District (the “POM Reuse Water LID”) for the purpose of levying special assessments upon certain properties within the Port of Morrow, generally identified as the Boardman Industrial Park and the East Beach Industrial Park, together with certain other industrial properties, that will benefit from the Port’s construction or acquisition of certain local improvements including, without limitation, construction or acquisition of certain secondary treatment facilities as part of the Port’s existing industrial reuse water treatment facilities or related infrastructure (collectively, the “Improvements”), which “Improvements” shall constitute “local improvements” as that term is defined in ORS 223.001.

Pursuant to ORS 777.530, the Commission adopted Ordinance No. 2026-1 (the “Ordinance”) on _____, 2026, declaring the Port’s intent to form the POM Reuse Water LID. A copy of the Ordinance is available for inspection at the Port’s Administrative Office.

Any interested person may attend the public hearing and affected property owners may be heard during public comments or present written comments to the Port prior to the start of the public

hearing. The Commission shall consider any objections to the formation of the POM Reuse Water LID and the levying of related assessments thereunder to finance the Improvements, and the Commission may, but is not required to, adopt, correct, modify or abandon the proposed Improvements and related assessments because of such objections.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Brandy Warburton, (541) 481-7678. The Port provides the option for Zoom Translated Captions. Instructions can be found at _____.

Published:

EXHIBIT C



RESOLUTION NO. 2026-09

RESOLUTION OF PORT OF MORROW, MORROW COUNTY, OREGON AUTHORIZING THE EXECUTION AND DELIVERY OF FULL FAITH AND CREDIT REFUNDING OBLIGATIONS, SERIES 2026 TO (1) REFUND CERTAIN OUTSTANDING OBLIGATIONS OF THE PORT, (2) FINANCE CAPITALIZED INTEREST, AND (3) PAY THE COSTS OF ISSUANCE; DESIGNATING AN AUTHORIZED REPRESENTATIVE, UNDERWRITER, MUNICIPAL ADVISOR AND SPECIAL COUNSEL; AUTHORIZING APPOINTMENT OF A PAYING AGENT, REGISTRAR, ESCROW AGENT, AND VERIFICATION AGENT; AND AUTHORIZING EXECUTION AND DELIVERY OF A FINANCING AGREEMENT, ESCROW AGREEMENT, AND PURCHASE AGREEMENT; AND RELATED MATTERS.

WHEREAS, the Board of Port Commissioners (the "**Board**") of the Port of Morrow, Morrow County, Oregon (the "**Port**") is authorized by Oregon Revised Statutes ("**ORS**") Section 271.390 and 287A.360 to enter into financing agreements to finance and refinance improvements to Port facilities; and

WHEREAS, on August 14, 2024, the Board adopted Resolution No. 2024-11 which authorized the issuance and sale of one or more series of full faith and credit obligations to (i) finance the acquisition, construction, installation, and equipping of property and improvements to the Port's water and wastewater systems and related improvements, (ii) finance capitalized interest, and (iii) pay costs of issuance; and

WHEREAS, the Board has determined it is in the best interest of the Port to currently refund all of the Port's outstanding (i) Full Faith and Credit Obligations, Series 2024A (Tax-Exempt), dated October 2, 2024 (the "**Series 2024A Obligations**"), and (ii) Full Faith and Credit Obligations Series 2024B (Federally Taxable), dated October 2, 2024 (the "**Series 2024B Obligations**," and together with the Series 2024A Obligations, the "**Prior Obligations**"); and

WHEREAS, the Series 2024A Obligations are dated October 2, 2024, and were in the original principal amount of \$264,045,000. The Series 2024A Obligations are subject to prepayment, in whole or in part, on any date on or after October 1, 2025, at a price of par plus accrued interest, and mature on October 1, 2026.

WHEREAS, the Series 2024B Obligations are dated October 2, 2024, and were in the original principal amount of \$13,340,000. The Series 2024B Obligations are subject to prepayment, in whole or in part, on any date on or after October 1, 2025, at a price of par plus accrued interest, and mature on October 1, 2026.

WHEREAS, it is advantageous for the Port to authorize and enter into one or more financing agreements with Zions Bancorporation, National Association, as escrow agent (the "**Escrow Agent**") to (i) to refund the Prior Obligations, (ii) finance capitalized interest and (iii) to pay costs of issuance of the financing agreement(s).

WHEREAS, the Escrow Agent will issue, pursuant to one or more financing agreements, full faith and credit refunding obligations evidencing undivided proportionate interest in the amounts payable by the Port under the same financing agreement or agreements; and

WHEREAS, the obligations authorized by this Resolution are expected to be issued in one or more series as Full Faith and Credit Refunding Obligations, Series 2026 (Tax-Exempt) (the "**Tax-Exempt**

Obligations”), and Full Faith and Credit Refunding Obligations, Series 2026 (Federally Taxable) (the “Taxable Obligations”); and

WHEREAS, the weighted average life of the financing agreement(s) may not exceed the estimated dollar weighted average life of the real and personal property financed and refinanced with the financing agreement(s).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PORT COMMISSIONERS OF THE PORT OF MORROW, MORROW COUNTY, OREGON, AS FOLLOWS:

SECTION 1. Authorization of Financing Agreement and Obligations.

A. Financing Agreement. The Board of Port Commissioners authorizes the execution and delivery of one or more financing agreements (the “**Financing Agreement**”), in a form satisfactory to the Authorized Representative, as defined below.

B. Issuance and Sale of Refunding Obligations. The Board of Port Commissioners authorizes the issuance and sale of Full Faith and Credit Refunding Obligations, Series 2026 in an aggregate principal amount not to exceed \$350,000,000 (the “**Series 2026 Obligations**”) in one or more series, on a tax-exempt or taxable basis, to refinance all of the Prior Obligations, finance capitalized interest on the Series 2026 Obligations, and pay related costs of issuance. The aggregate principal amount of the Series 2026 Obligations shall be in an amount sufficient to refund all of the Prior Obligations, fund capitalized interest and pay related costs of issuance, as determined by the Authorized Representative.

C. Escrow Agreement. The Port authorizes the execution and delivery of one or more escrow agreements between the Port and the Escrow Agent (the “**Escrow Agreement**”), in a form satisfactory to the Authorized Representative, pursuant to which the Escrow Agent shall execute the Obligations representing the principal amount payable under the Financing Agreement, and evidencing the right of the Escrow Agent to receive the Port's payments under the Financing Agreement (the “**Financing Payments**”).

SECTION 2. Financing Payments and Security. The Financing Payments for the Series 2026 Obligations shall be full faith and credit obligations of the Port. The Port hereby pledges its full faith and credit and taxing power to the payment of the Financing Payments for the Series 2026 Obligations, which are payable from all lawfully available funds of the Port and, if such funds are insufficient, from available taxes levied by the Port, subject to applicable statutory and constitutional limitations (including taxes levied within the restrictions of Sections 11 and 11b, Article XI of the Constitution of the State of Oregon), as provided in ORS 287A.315. The obligation of the Port to make Financing Payments is not subject to appropriation. The Financing Payments for the Series 2026 Obligations are not secured by a security interest on any property, real or personal. The Port may issue additional debt on parity with the Financing Agreement and the Series 2026 Obligations.

SECTION 3. Designation of Authorized Representative. Pursuant to ORS 287A.300(4), the Port authorizes the President or the Executive Director, or their designee (the “**Authorized Representative**”), to act as the authorized representative on behalf of the Port and determine the remaining terms of the Financing Agreement and the Series 2026 Obligations as delegated in below. The Authorized Representative is authorized, on behalf of the Port, to:

A. take whatever action is necessary to accomplish the refunding of the Prior Obligations;

B. negotiate the terms under which the Financing Agreement is entered into and the Series 2026 Obligations shall be sold, enter into an obligation purchase agreement (the “**Purchase Agreement**”) for sale of the Series 2026 Obligations, and execute and deliver the Purchase Agreement;

C. establish the maturity and interest payment dates, dated date, principal amounts, capitalized interest, if any, optional, extraordinary and/or mandatory redemption provisions, interest rates, denominations, and all other terms under which the Financing Agreement is entered into and the Series 2026 Obligations shall be issued, sold, executed, and delivered;

D. negotiate the terms of and approve the Financing Agreement and the Escrow Agreement, and to execute and deliver the Financing Agreement and the Escrow Agreement and appoint an Escrow Agent;

E. determine whether the Series 2026 Obligations shall be Book-Entry certificates and to take such actions as are necessary to qualify the Series 2026 Obligations for the Book-Entry System of DTC, including the execution of a Blanket Issuer Letter of Representations;

F. determine whether to seek one or more ratings on the Financing Agreement and the Series 2026 Obligations and enter into agreements with one or more rating agencies;

G. determine whether to purchase municipal bond insurance or other credit enhancement for the Financing Agreement and the Series 2026 Obligations, negotiate and enter into agreements with providers of credit providers, and expend proceeds to pay credit enhancement fees;

H. approve, execute and deliver a Tax Certificate for the Tax-Exempt Obligations;

I. approve, execute and deliver a continuing disclosure certificate pursuant to SEC Rule 15c2-12, as amended (17 CFR Part 240, §240.15c2-12) for each series of Series 2021 Obligations;

J. deem final, approve of and authorize the distribution of the preliminary and final Official Statements to prospective purchasers of the Series 2026 Obligations;

K. engage the services of Escrow Agents or trustees and any other professionals whose services are desirable for the financing;

L. execute and deliver a certificate specifying the action taken pursuant to this Resolution and any other documents, agreements or certificates that the Authorized Representative determines are necessary or desirable to issue, sell and deliver the Financing Agreement and the Series 2026 Obligations in accordance with this Resolution, and take any other actions which the Authorized Representative determines are necessary or desirable to refinance the Prior Obligations with the Financing Agreement and the Series 2026 Obligations in accordance with this Resolution.

SECTION 4. Conditional Redemption. Any notice of optional redemption may state that the optional redemption of the Financing Agreement and the Series 2026 Obligations is conditional upon receipt by the Escrow Agent of moneys sufficient to pay the redemption price or upon the satisfaction of any other condition, and/or that such notice may be rescinded upon the occurrence of any other event, and any conditional notice so given may be rescinded at any time before payment of such redemption price if any such condition so specified is not satisfied or if any such other event occurs. Notice of such rescission or of the failure of any such condition shall be given as promptly as practicable upon the failure of such condition or the occurrence of such other event.

SECTION 5. Transfer of Series 2026 Obligations. If the book-entry system is not utilized, the Series 2026 Obligations will be issued in certificate form. Then the Series 2026 Obligations are transferable, or subject to exchange, for fully registered Series 2026 Obligations in the denomination of \$5,000 each or integral multiples thereof by the registered owner thereof in person, or by the owner's attorney, duly authorized in writing, at the office of the Registrar. The Registrar shall maintain a record of the names and addresses of the registered owners of the Series 2026 Obligations. The records of the registered obligation ownership are not public records within the meaning of Oregon Revised Statutes 192.410(4).

All obligations issued upon transfer of or in exchange for Series 2026 Obligations shall evidence the same debt and shall be entitled to the same benefits as the Series 2026 Obligations surrendered for such exchange or transfer. All fees, expenses and charges of the Paying Agent and Registrar shall be payable by the Port. The Registrar shall not be required to transfer or exchange any Series 2026 Obligation after the close of business on record date of the month next preceding any interest payment date or transfer or exchange any Series 2026 Obligation called or being called for redemption.

SECTION 6. Payment of Series 2026 Obligations. If at any time while the Series 2026 Obligations are outstanding the book-entry system ceases to be utilized, the principal of the Series 2026 Obligations shall be payable upon presentation of the Series 2026 Obligations at maturity at the principal corporate trust office of the Paying Agent. Payment of each installment of interest due each year shall be made by check or draft of the Paying Agent mailed on each interest payment date to the registered owner thereof whose name and address appears on the registration books of the Port maintained by the Paying Agent as of the close of business on the record date as determined by the Authorized Representative.

SECTION 7. Form of Financing Agreement and Series 2026 Obligations. The Financing Agreement and the Series 2026 Obligations shall be issued substantially in the form as approved by the Authorized Representative and Special Counsel.

SECTION 8. Appointment of Paying Agent and Registrar. The Authorized Representative is authorized to designate a Paying Agent and Registrar for the Financing Agreement and the Series 2026 Obligations and to negotiate and execute on behalf of the Port the Paying Agent and Registrar Agreement. In addition, the Port requests and authorizes the Paying Agent and Registrar to execute the Series 2026 Obligations.

SECTION 9. Compliance with Internal Revenue Code. The Port hereby covenants for the benefit of the Owners of the Tax-Exempt Obligations to use the proceeds and the projects financed and refinanced with the Tax-Exempt Obligations proceeds in the manner required, and to otherwise comply with all provisions of the Code. The Port makes the following specific covenants with respect to the Code:

A. The Port will not take any action or omit any action if it would cause the Tax-Exempt Obligations to become arbitrage bonds under Section 148 of the Code.

B. The Port shall operate the projects financed and refinanced with the Tax-Exempt Obligations so that the Tax-Exempt Obligations do not become "private activity bonds" within the meaning of Section 141 of the Code.

C. The Port shall comply with appropriate Code reporting requirements.

D. The Port shall pay, when due, all rebates and penalties with respect to the Tax-Exempt Obligations which are required by Section 148(f) of the Code.

The covenants contained in this Section and any covenants in the closing documents for the Tax-Exempt Obligations shall constitute contracts with the owners of the Tax-Exempt Obligations, and shall be enforceable by them. The Authorized Representative may enter into covenants on behalf of the Port to protect the tax-exempt status of the Tax-Exempt Obligations.

SECTION 10. Appointment of Underwriter. The Port appoints Celadon Financial Group, LLC, as Underwriter for the issuance of the Series 2026 Obligations.

SECTION 11. Appointment of Special Counsel. The Port appoints the law firm of Orrick, Herrington & Sutcliffe LLP of Portland, Oregon as Special Counsel for the Financing Agreement and the issuance of the Series 2026 Obligations.

SECTION 12. Appointment of Municipal Advisor. The Port appoints SDAO Advisory Services LLC as Municipal Advisor to the Port in connection with the Financing Agreement and the issuance of the Series 2026 Obligations.

SECTION 13. Appointment of Verification Agent. The Authorized Representative is authorized to appoint a Verification Agent, if necessary, to confirm that the funds are sufficient to pay when due the principal and interest on the Prior Obligations which are being refunded.

SECTION 14. Continuing Disclosure. The Port covenants and agrees to comply with and carry out all of the provisions of any Continuing Disclosure Agreement to be entered into in connections with the Series 2026 Obligations. Notwithstanding any other provision of this Resolution, failure by the Port to comply with the Continuing Disclosure Agreement will not constitute an event of default; however, any Registered Owner may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the Port to comply with its obligations under this Section and the Continuing Disclosure Certificate.

SECTION 15. Preliminary and Final Official Statement. The Port shall, with the assistance of the Underwriter and Municipal Advisor, prepare or cause to be prepared a preliminary official statement for the Series 2026 Obligations which shall be available for distribution to prospective purchasers of the Series 2026 Obligations. The Authorized Representative is authorized to deem such preliminary official statement final pursuant to Rule 15c2-12 of the Securities and Exchange Commission. In addition, the Port shall prepare, or cause to be prepared, a final official statement for delivery to the purchasers of the Series 2026 Obligations no later than the seventh (7th) business day after the sale of the Series 2026 Obligations. After determining that the final official statement does not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements contained in the official statement not misleading in the light of the circumstances under which they are made, the Authorized Representative is authorized to certify the accuracy of the official statement on behalf of the Port.

SECTION 16. Resolution to Constitute Contract. In consideration of the purchase and acceptance of the Financing Agreement and any or all of the Series 2026 Obligations by those who shall own the same from time to time (the "Owners"), the provisions of this Resolution shall be part of the contract of the Port with the Owners and shall be deemed to be and shall constitute a contract between the Port and the Owners. The covenants, pledges, representations and warranties contained in this Resolution or in the closing documents executed in connection with the Series 2026 Obligations and the other covenants and agreements herein set forth to be performed by or on behalf of the Port shall be contracts for the equal benefit, protection and security of the Owners, all of which shall be of equal rank without preference, priority or distinction of the Financing Agreement and any of such Series 2026 Obligations over any other thereof, except as expressly provided in or pursuant to this Resolution.

SECTION 17. Effectiveness; Conflicting Resolutions. This Resolution shall be effective immediately upon its adoption. All resolutions of the Port and parts thereof which are in conflict with the terms of this Resolution shall be, and they hereby are, rescinded, but only to the extent of such conflict.

ADOPTED by the Board of Port Commissioners of Port of Morrow, Morrow County, Oregon, this 3rd day of August, 2026.

PORT OF MORROW

By: _____

Name:

Title:

ATTEST:

By: _____

Name:

Title:

July 16, 2026

Board of Directors
Port of Morrow
P.O. Box 200
Boardman, OR 97818

We appreciate the opportunity to be the independent auditor for Port of Morrow. Our firm is thankful for the trust you have vested in our abilities. We do not take this for granted, and we will strive to provide you with the best possible service.

We have enclosed an engagement letter for our audit services for your fiscal year ended June 30, 2026. We summarize our proposal as follows:

Contract FYE 6/30/25	\$50,882
COLA at 3.8%	<u>1,918</u>
Contract FYE 6/30/26	\$52,800

If you and the board approve the use of our services, please sign and return a copy. Thank you.

Connected Professional Accountants, LLC


Chelsea A. Hewitt, CPA
Owner/Member

July 16, 2026

Board of Directors and Management
Port of Morrow
P.O. Box 200
Boardman, OR 97818

We are pleased to confirm our understanding of the services we are to provide for Port of Morrow for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Port of Morrow as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Port of Morrow's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Port of Morrow's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.

The following RSI is required by generally accepted accounting principles and will be audited:

- 1) Budgetary Comparison Schedules for the general fund.

We have also been engaged to report on supplementary information other than RSI that accompanies Port of Morrow's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards
- 2) Budgetary Comparison Schedules for funds not required to be included in RSI
- 3) Combining Statements
- 4) Other Financial Schedules Required by Oregon Minimum Standards

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. It is understood that the auditor will be provided the final version of all documents comprising the annual report, including other information, prior to the date of the auditor's report so that required audit procedures can be

completed prior to the issuance of the auditor's report. If obtaining the final version of these documents is not possible prior to the date of the auditor's report, the documents will be provided as soon as practicable, and the entity will not issue the annual report prior to providing them to the auditor.

1) Introductory Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or

warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Risk of management override of controls
- Improper revenue recognition due to fraud
- Pressure to misclassify expenditures in order to comply with local budget law
- Property taxes are significant, misclassification could have a material effect
- Payroll expense is significant, misclassification could have a material effect
- Possibility of capital assets being omitted from the assets listing or classified as repairs and maintenance
- Misclassification of large transactions could lead to inaccurate records of long-term debt

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Port of Morrow's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an

opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Port of Morrow's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Port of Morrow's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us, for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers) and for the evaluation of whether there are any conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's

responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and promptly follow up and take corrective action on reported audit findings.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to management and the governing board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Connected Professional Accountants, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Oregon or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Connected Professional Accountants, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Oregon, an Oversight Agency for Audit, or a Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Chelsea Hewitt is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in August 2026.

Our fee for these services will be \$52,800. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of Port of Morrow. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Port of Morrow and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Connected Professional Accountants, LLC



Chelsea Hewitt, CPA
Owner/Member

RESPONSE:

This letter correctly sets forth the understanding of Port of Morrow.

Management signature: _____
Title: _____
Date: _____

Governance signature: _____
Title: _____
Date: _____



THE RBH GROUP LLC
CERTIFIED PUBLIC ACCOUNTANTS

Report on the Firm's System of Quality Control

To the Members of
Connected Professional Accountants, LLC
and the Peer Review Committee of the Oregon Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Connected Professional Accountants, LLC (the firm) in effect for the year ended March 31, 2025. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Connected Professional Accountants, LLC in effect for the year ended March 31, 2025, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Connected Professional Accountants, LLC has received a peer review rating of *pass*.

The RBH Group, LLC

Pendleton, Oregon
May 16, 2025



Port of Morrow Commission Meeting July 8th, 2026

Port of Morrow Warehousing Monthly Report: June 2026

# of Employees	60
Starting Tonnage	59,459,647
Ending Tonnage	58,292,022
# of Pallets in Storage	33,309
Inbound Trucks	745 Year to date: 4163
Outbound Trucks	772 Year to date: 4528
Outbound Rail	45 Year to date: 261
Shipment Accuracy	100.00%
# of OB Trucks Turned on Time	94.90%
# of IB Trucks Turned on Time	99.5%
# of Loss Time Injuries	0

Notes:

For June the warehouse handled 59.7 mil lbs. Down 5.8 mil lbs. YOY

EOM Tonnage 58.2 million lbs. Down 8.6 Mil Lbs. YOY

Cooler is at 23.7 mil. Lbs. - Capacity 92% 9,214 Pallets filled.

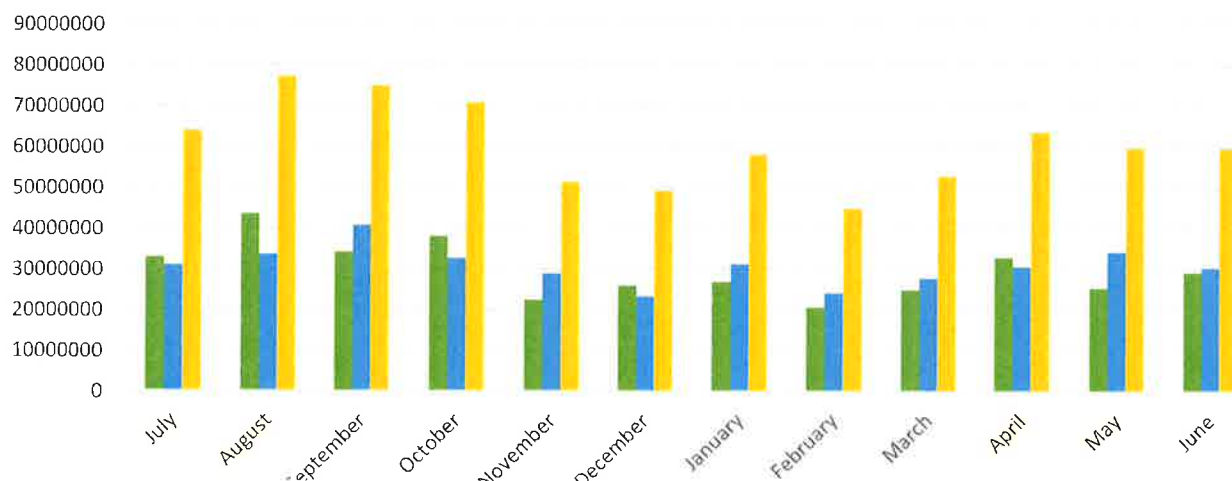
Dry Storage 98% capacity. 2,786 pallet position filled.

Working on Productivity tool for the warehouse. Working with our Warehouse Management Systems IT on this project.

Working on employee reviews.

Customer Contract Negotiations.

Tonnage Comparison FY26



Marker 40 Golf Club

2026	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Rounds of Golf	93	161	478	697	706	667	698						3500
Members	83	109	233	231	258	391	282						1587
POM Employee	15	38	50	60	73	53	64						353
Total Rounds	191	308	761	988	1037	1111	1044						5440
Cart Rental	46	91	290	381	381	466	447						2102

	2025	2024	2023	2022	2021
Rounds of Golf	5336	4594	3348	3362	3501
Members	3445	2541	2582	2525	2387
POM Employee	738	399	369	408	462
Total Rounds	9519	7534	6299	6295	6589
Cart Rentals	3470	2908	2557	1808	2279

Total Memberships 2026

Memberships	Single	Couple/Family	Associate	Junior	Returning	POM Add on
2026	13	14	2		28	2

Course Usage: We finished the month of July with 1044 total rounds of golf, including paid green fees, POM employees, golf event, youth and members.

Friday/Sat/Sun and Monday – Thursday after 3pm continue to be our busiest days.

Upcoming Events:

Past Events: Thursday Night Scramble continues to see great participation, with 20–40 golfers joining us each Thursday evening.

Boardman's Teen Summer Program brought 20 teens on July 20–22 from 9:00–11:30 a.m. Thanks to MCURD's support, each participant took home a putter at the conclusion of the program, helping encourage them to continue playing and growing the game of golf.

Notes: The team's efforts this month continue to contribute to a positive golfer experience and strong course presentation.



Port Commission Report for Workforce Development

August Meeting 2026

School Tours

- Coordinated and hosted industry and community tours, including providing site exposure and education on Port operations and economic impact.

-Oregon FFA State Officer Tour

Continuing Education Classes

-Forklift Training- Completed 3 sessions with more than 30 participants, including a sessions entirely in Spanish.

School Connections

-Meetings and presentations planned for 2026-2027 high school internships

Partner/Business Connections

Meeting with a variety of workforce development partners to establish relationships and gain knowledge about combined activities and plans for future partnerships. Agencies include:

-Extensive oversight and ongoing support for the Families First Childcare Center including hiring, staff scheduling, re-licensure, and advertising for continued development

- Participated in BCDA Economic Development Monthly Meeting to align with regional economic development priorities.

-HECC quarterly meeting

- Hosted and attended partner meetings including childcare coordination discussions with community partners.

- Conducted outreach and coordination meetings with stakeholders, including one-on-one partner calls to support collaborative initiatives.

- Participated in project coordination and communication meetings, including webinar planning and bi-weekly communications updates.

- Attended internal staff and commission meetings to support alignment of workforce development priorities and reporting.

Job Seekers/Student Engagements

- Updated monthly job opportunities website and marketing
- social media updates
- Assisted communications with monthly social media and other articles

Professional Development

- Anna presented at the June PNWA conference about POM Workforce Development
- Anna presented at the inaugural Industrial Symbiosis Conference in Vancouver, WA.
- Anna is serving on the BMCC Foundation Board of Directors, and as the scholarship committee chair
- BMCC Foundation quarterly board meeting
- Stephanie graduated from Proud River Leadership Academy (formerly Leadership Hermiston)

Maintenance Shop Update

Current and upcoming Projects:

1. All PDX sites landscape improvements. Working on PDX 62
2. Install gravel walking paths around all fire hydrants at airport
3. New water service airport, in progress
4. Install barge pumps for Farm 6.
5. Field mowing, in process
6. New water line for IOGEN at digester
7. Fence partially around slip 1
8. Prepping Industrial street for paving
9. Dirt work and utilities for Vector Control site
10. Starting training for new water filtration plants.



Commission Report for July 2026 -

TOTAL Count: 3,341

July General Summary

The SAGE Center & Event Center welcomed **3,341 visitors** this month, including **1,098 event attendees, 338 students on educational visits, 1,428 museum guests, and 427 participants in the AWS Think Big Space classroom**. Marketing efforts remained active through social media, the monthly email newsletter, and local radio advertising. Progress continues on several exhibit and facility improvements, including the Port of Morrow Map Wall, Community Room refresh, photo opportunity redesign, Key Ingredient Theater updates, and new exterior Event Center signage, while the outdoor LED sign has been repaired. Outreach efforts expanded with **SAGE On The Go** summer programming and a successful Science Friday STEAM camp. The Event Center continues to receive positive feedback from guests and has hosted **135 events and approximately 12,021 attendees year-to-date**.

Facility Usage- 3,341

- **Event Center:** 16 events | 1,098 guests
- **Educational Visits:** 338 students
- **Museum Visitors:** 1428 Guests (536 SAGE tours | 888 Tesla/Welcome Center)
- **AWS TBS Classroom:** 427 students/educators
- **SAGE Events:** 50 (Science Friday)

Marketing & Outreach-

- Scheduled posts on platforms such as Facebook, Instagram & LinkedIn.
- Monthly email newsletter featuring upcoming events, recaps and news.
- Radio advertisements on 103.5 K Wheat

Exhibit/Facility Updates:

- **POM Map Wall**
 - The pin locations have been approved and installation is scheduled for the first week of August.

- **Photo Op**
 - We are receiving concepts for a refresh of our photo op design further branding the SAGE Center.
- **Community Room**
 - Creative Hut is providing a concept for the refresh of this space.
- **Outdoor LED Sign** (exterior of building)
 - The sign has been repaired and is now operational. The technician did notice a couple panels that will need replaced in time.
- **Event Center Sign** (Outdoor)
 - The design for the exterior sign has been approved and we are looking at a late august/early September date for installation.
- **Key Ingredient Theater**
 - A timeline for the refresh has been developed and we are in the process of scheduling with industry representatives.
- **\$500 Dollar & a Dream Exhibit**
 - Graphics in this area are currently being revised.

Operations Updates

- **SAGE On The Go** (outreach to schools)
 - We have started outreach to summer programs and are scheduled to be with GO STEM at the Morrow County Fair.
- **STEAM Camps**
 - We hosted our monthly Science Friday half-day steam camp with Tillamook, LTI, & Threemile Canyon Farms for Dairy Day.
- **Event Center**
 - We are showing consistent positive feedback and event ratings.
 - Year to Date: 135 events/meetings held, hosted approximately 12,021 people thus far.

If you have any questions or concerns regarding this update, please feel free to contact **Angel Aguilar, SAGE Center & Event Center Manager** (angel.aguilar@portofmorrow.com), at any time. I welcome your input and will be happy to provide additional information as needed.

Communications Update – August 2026

- 2026 Summer Newsletter
- Social Media Posts & Reels
- Meeting minutes and videos
- Port Project Photos
- Monitoring news sources
- Website Updates
- Monthly recurring/special ads
 - SAGE Center
 - Marker 40 Golf Club

July 2026 Facebook Analytics

Facebook

Last 28 days: Jun 29, 2026 – Jul 26, 2026



Content overview

Breakdown: Organic/ads

All Posts Stories Reels Live

Views

111.2K ↑ 33.3%

3-second views

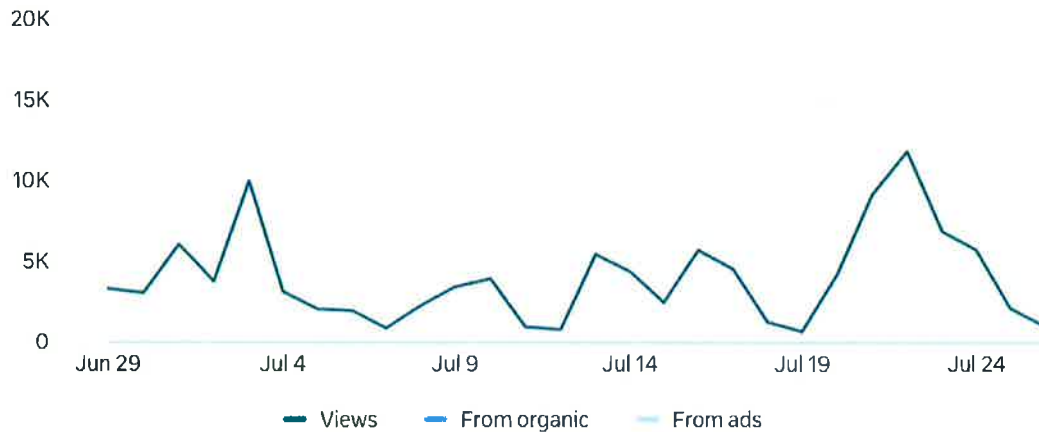
3.6K ↓ 25.3%

Content interactions

1.1K ↑ 21.3%

Watch time

19h 22m ↓ 32.1%



Views breakdown

Jun 29 - Jul 26

Total

111,198 ↑ 33.3%

From organic

111,198 ↑ 33.3%

From ads

0 0%

Viewers

18,086 ↑ 7.4%

Top content by views

Boost content

See all content



Meet Bryce, our Engineering Intern!...

Fri Jul 3, 10:00am

14.1K 103

10 5



Workforce Wednesday Today...

Wed Jul 22, 12:37pm

7.5K 46

0 8



Who's hiring in Morrow County this month?...

Wed Jul 1, 2:09pm

6.1K 15

0 20

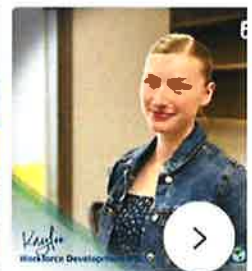


Please help us welcome Brandon to...

Fri Jul 17, 10:00am

4.6K 16

1 1



Meet Kaylee, our Workforce...

Fri Jul 24, 2:00pm

4.1K 57

3 1

Performance

June 29, 2026 - July 26, 2026

Views

Views ⓘ

111.2K ↑ 33.3%

From followers ⓘ 23.0% ↑ 2.2%

From non-followers ⓘ 77.0% ↓ 0.6%

Viewers ⓘ 18,086 ↑ 7.4%

Visits

Facebook visits ⓘ

2.3K ↑ 63.1%

Videos and reels

3-second views ⓘ

3.6K ↓ 25.3%

Watch time ⓘ 19h 22m ↓ 32.1%

Follows

Follows ⓘ

31 ↑ 29.2%

Unfollows ⓘ 2 ↑ 100%

Net follows ⓘ 29 ↑ 26.1%

Interactions

Content interactions ⓘ

1.1K ↑ 21.3%

From followers ⓘ 514 ↑ 1%

From non-followers ⓘ 597 ↑ 46.7%

Conversations

Conversations started ⓘ

0 ↓ 100%

New contacts ⓘ 0 ↓ 100%

Response rate ⓘ --

All content

Create post

Filter

Search by ID or caption



Title	Views	Viewers	Likes and reactions	Interactions
Meet Bryce, our Engineering Intern! Bryce i... Photo • Port of Morrow	14,062	7,555	103	119
Workforce Wednesday 🌟 Today we welco... Multi media • Crossposted • Port of Morrow	7,466	3,673	46	54
Who's hiring in Morrow County this month?... Photo • Crossposted • Port of Morrow	6,139	3,381	15	36
Please help us welcome Brandon to the Po... Photo • Port of Morrow	4,595	2,508	16	18
Meet Kaylee, our Workforce Development I... Photo • Port of Morrow	4,109	2,591	57	61
Thousands of tests. One Mission. The Port ... Reel • Port of Morrow	3,414	2,412	33	44
The Assistant Inventory and Purchasing Ag... Photo • Crossposted • Port of Morrow	2,705	1,634	7	19
Please give a warm welcome to Jesus, who... Photo • Port of Morrow	2,445	1,503	20	22
Our annual Employee Appreciation Family ... Reel • Port of Morrow	2,069	1,514	34	36

Audience

Demographics

Trends

Potential audience

Follows

31 ↑ 29.2%

Returning viewers

1 ↓ 50%

Based on last 28 days

Engaged followers

0 0%

Messaging contacts

0 ↓ 100%



Followers breakdown

Jun 29, 2026 – Jul 26, 2026

Unfollows

2 ↑ 100%

Net follows

29 ↑ 26.1%

Followers

Lifetime

1,739

Total followers at the end of June: 1,711

YouTube Analytics

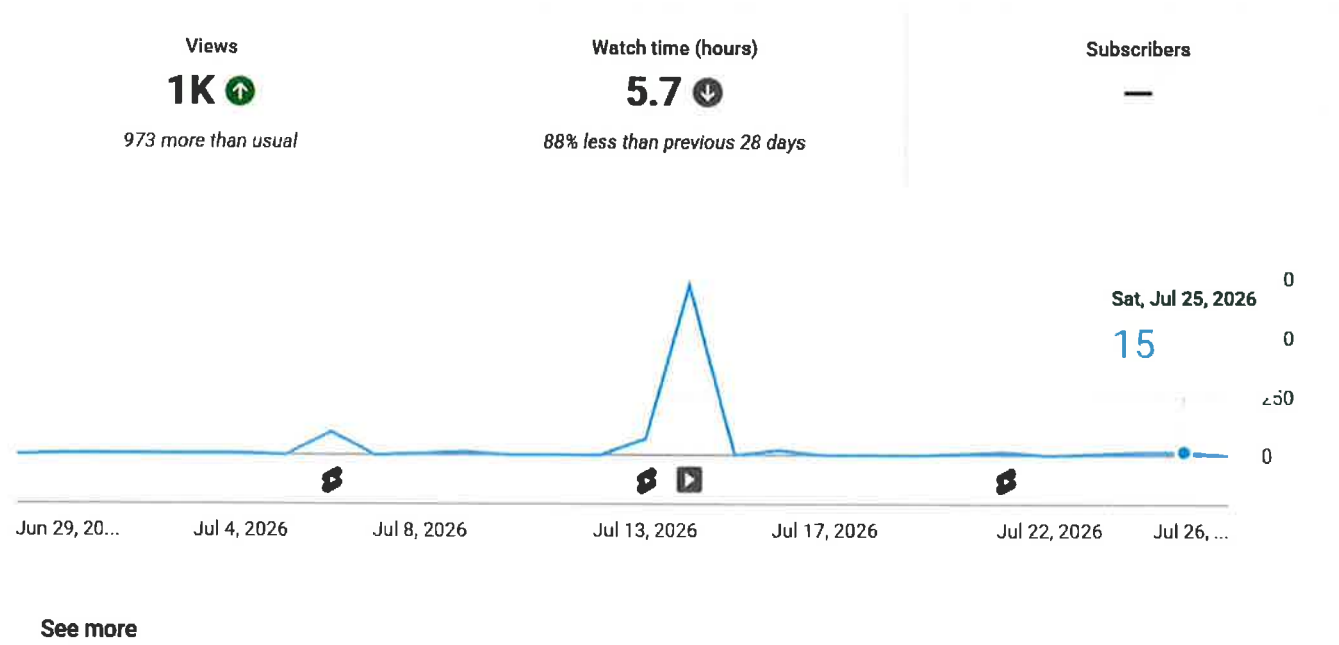
Channel content

Inspiration Videos **Shorts** Live Posts Playlists Podcasts Courses Promotions Collaborations

Filter

☐	Short	Notices	Visibility	Date ↓	Views
☐	 Thousands of tests. One Mission. Thousands of tests. One Mission. The Port of Morrow is dedicated to economic development, environmental...	—	Public	Jul 21, 2026 Published	11
☐	 Ready to earn your Forklift Operator certification? CANCELLED due to low enrollment. CANCELADO debido a la baja inscripción. Ready to earn your Forklift Operator...	Other notices	Public	Jul 13, 2026 Published	778
☐	 Connecting Supporting Moving Forward Here at the Port of Morrow, every season brings new projects, new partnerships, and new opportunities to keep our region...	Other notices	Public	Jul 6, 2026 Published	92
☐	 Summer looks a little different for everyone. For some, it's an early morning on the Columbia River. For others, it's long days in the field, maintaining infrastructure...	Other notices	Public	Jun 25, 2026 Published	91
☐	 🎉 Celebrating our Senior Interns! 🎉 Just three weeks ago, these outstanding students crossed the stage and graduated from high school. We are incredibly...	Other notices	Public	Jun 24, 2026 Published	34
☐	 Behind the Scenes at Port of Morrow Warehousing: ... At the Port of Morrow Warehousing, behind every pallet, shipment, and storage rack is a commitment to safety. Each...	—	Public	Jun 23, 2026 Published	123
☐	 Every accomplishment starts with a dedicated team! Our incredible people are the foundation of everything we do. Whether it's maintaining critical infrastructure, supporting...	Other notices	Public	Jun 12, 2026 Published	1,192
☐	 A View Worth Sharing Some days, we have to pause for a minute and appreciate this place we call home. The Columbia River supports...	Other notices	Public	Jun 4, 2026 Published	197
☐	 🚧 Paving Complete on Kunze Lane! Paving Complete on Kunze Lane! The paving phase of the...	Other notices	Public	Jun 3, 2026 Published	1,660

Your channel got 1,023 views in the last 28 days



Your top content in this period

Content		Average view duration	Views
1	Ready to earn your Forklift Operator certification? Jul 13, 2026	0:10 (80.1%)	779
2	Connecting Supporting Moving Forward Jul 6, 2026	0:04 (32.0%)	92

<https://elkhornmediagroup.com/private-contractors-step-in-to-help-halt-tuesday-fire-at-port-of-morrow/>

Private contractors step-in to help halt Tuesday fire at Port of Morrow

By Griffin Beach, July 1st, 2026

BOARDMAN – Fast action by private contractors at the Port of Morrow stopped a potential disaster when a wind-driven fire was halted Tuesday afternoon.

Boardman Fire Rescue District said when its crews arrived just after noon, a Port of Morrow bulldozer was cutting a containment line while water trucks from Watts Construction were already working to slow the blaze.

BFRD crews began containing the fire while the port's bulldozer followed up with a control line.

"Because of the quick action of local construction crews this fire was quickly contained," BFRD officials said in a statement.

The cause of the fire is unknown at this time. Irrigon Rural Fire and Umatilla Rural Fire also responded.