

**Regular Commission Meeting**  
**March 11, 2020 – 1:30 pm**  
**2 Marine Drive, Boardman, Oregon 97818**

**I. CALL TO ORDER AND INTRODUCTIONS**

Rick Stokoe called the meeting to order at 1:30 p.m.

**Commissioners:** Jerry Healy, Joe Taylor, Rick Stokoe, Marv Padberg and John Murray.

**Staff:** Ryan Neal, Lisa Mittelsdorf, Eileen Hendricks, Miff Devin, Lisa Patrick, Erika Lasater and Brandy Warburton

**Guests:** As listed on sign-in sheet

**II. APPROVAL OF MINUTES –February 12<sup>th</sup> Regular Commission Meeting Minutes**

John moved to approve the February 12<sup>th</sup> Regular Commission Meeting minutes. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

**III. OLD BUSINESS**

**A. East Beach Unit Train Expansion & B.U.I.L.D. Update**

Ryan reported that we have the final draft of the agreement and are ready for signatures which must be done by March 15<sup>th</sup>. The agreement will be reviewed a final time after they receive it back from us.

Marv moved to accept the B.U.I.L.D. Grant Agreement and authorized Ryan to sign all necessary documents related to that agreement. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

**B. Early Learning Expansion**

Ryan reported that we had to put up a large retaining wall at the site that wasn't expected and the electrician that won the bid, asked to be rescinded due to health issues. Our employee, Scott Ezell will be heading up the electrical part of the project now and will hire union employees to work on it. The projected opening date is now the first part of October.

**C. New South Lift Station**

Miff reported that the valves should start arriving soon.

**D. Heppner Update**

Nothing new to update at this point.

**E. Mader/Rust Reuse Expansion**

Miff reported that the study has been approved by DEQ and the drillers will show up April 6<sup>th</sup> to start drilling. The zoning permit is still out for findings and should be back within a week.

**F. Digester Project Update**

Ryan reported that the first pond is dug out and complete.

**G. Legislative Updates**

Kirby Garrett gave a legislative update by telephone to the group including the approval of \$8 billion in funding to address the coronavirus outbreak. They are now looking into a stimulus package to further help the economy. The Trump administration is close to declaring a national disaster to free up more funding. He feels like the meetings the Port had while in Washington, DC went well with MARAD.

**H. Ratify Unwind of New Market Tax Credit**

Eileen explained that when we built the SAGE Center, we participated in obtaining a market tax credit. The last 7 years, our financial statements have shown \$3.8 million as a note payable and \$3.8 million as a note receivable. This will be “unwinding” the whole process. It will close tomorrow and will make the Port the sole owner of the SAGE Center.

Marv moved to ratify the Unwind of New Market Tax Credit and authorize Ryan to sign all necessary documents. John seconded the motion. No further discussion was had, and the motion passed unanimously.

**I. Notice of Authorized Representatives for BPA Transactions**

John had not been added as an authorized signer yet since he was appointed to the Port Commission in July. This document will add him as an authorized signer for all BPA Transactions.

Jerry moved to approve the Notice of Authorized Representatives for all BPA Transactions and related matters. John seconded the motion. No further discussion was had, and the motion passed unanimously.

**J. Other**

No other old business was discussed at the time.

**IV. NEW BUSINESS**

**A. Resolution 2020-02 – Updated Drug Testing Policy**

Brandy explained that this would be an update to our current drug testing policy that would include time limits of three hours for the employee to provide a sample. If a sample isn't given within that time frame, then it would be considered a refusal and the employee could be terminated.

Joe moved to approve Resolution 2020-02, Updated Drug Testing Policy. Jerry seconded the motion. No further discussion was had, and the motion passed unanimously.

**B. PNWA – Mission to Washington**

Ryan was sick the entire trip so he, unfortunately, missed most of the meetings. Rick reported that it was a successful trip, nonetheless. They met with Representative Greg Walden and Senator Ron Wyden while there and MARAD representatives were very encouraging of the Port applying for future grants. Erika showed pictures of the trip to the group.

**C. Other**

No other new business was discussed at the time.

**V. STAFF REPORTS**

**A. SAGE Center Update**

Lisa Patrick reported on the SAGE Center's recent activities including the number of visitors for the month of February which was down a little from last year. REAL Oregon will be holding their monthly meeting at the SAGE Center next week and school visits are starting soon. Raeanne and Andrea will be attending the State FFA convention soon and LED lights have been purchased for next year's holiday light show. The job fair that was held on the March 4<sup>th</sup> and was attended well by both students and job seekers. Erika showed pictures of the various events to the group.

**B. Warehousing Update**

Marcine is out on leave now, so Ryan reported for the warehouse facilities for the month of February. They have been extremely busy, and the overtime has been high. Gabe Hansen has been looking at the numbers of employees versus production to evaluate if they need to hire more people to be more efficient. The cooler expansion is already half full of cheese, but they are still waiting for the forklift that will allow them to reach the top layer of the racks.

**C. Workforce Training Update**

Kalie is at the PerryTech Employer Expo today, so Ryan gave an update of her recent activities to the group. Kalie did say that she had talked with four students who were already moving to Boardman for jobs soon. The high school internship program and Columbia Works internship program are both moving forward with success. Erika showed pictures to the group of some of the recent activities.

**D. Maintenance Shop Update**

Tim is in Las Vegas for a construction expo, so Miff updated the group on the maintenance shop's recent activities including landscaping at Boardman Foods and the 41 pond, Early Learning Center expansion, RHS baseball field, electric gate at Heppner site and the small holes at the sand dune pond. Erika showed the group pictures of the recent projects around the Port.

**E. Communications Update**

Erika finished the Boardman Industry Learning Center (B.I.L.C.) video and is waiting on final approval from Headstart. The quarterly newsletter is in the mail and she's working on a feature of the Commissioners now to be displayed at the SAGE Center.

**F. Usage Reports**

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

**G. Other**

Lisa updated the group that we have a new representative at U.P. for the third-party switching agreement. Now, we wait to see what their thoughts are on the agreement that was basically done before the old representative quit.

Ryan reported that C.I.D. will start flowing water in their pipeline this Saturday.

Eileen is working with David Ulbricht on refinancing bonds that the interest rates have raised during this time of unease in the market.

**VI. OTHER REPORTS**

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

Sheryll Bates was not in attendance, so no update was given at the time.

**B. Boardman Chamber Update**

Torrie Griggs reported on the Chamber's upcoming activities including the monthly luncheon on March 16<sup>th</sup>, Frostbite Golf Tournament and Dale Carnegie Leadership training.

BCDA – Home buyer's grant has five new applications and the business grants applications are starting to come in as well.

**C. Other**

Karen Pettigrew reported that the city met with Corps of Engineers and Bureau of Indian Affairs on March 4<sup>th</sup> regarding the city's water site. She felt like the meeting went well and they will be starting the archaeology study right away. The city park behind the post office had 10 trees that fell down during the last big wind storm and they are evaluating all the other large trees now.

Don Russell reported on the weekly meeting held in Irrigon this morning. He said Bombing Range rd. will be very busy through September with the two new wind projects starting this month. The new building in Irrigon is starting the design process and should be completed by September of 2021. He then read a report to the group on his thoughts from a chemical waste management open house that he went to in Condon.

Upcoming events –

4/8                                      1:30pm                      Port of Morrow Regular Commission Meeting

The meeting was recessed at 3:08 pm. Executive session under **ORS 192.660**, started at approximately 3:16 pm. The commissioners came out of executive session at 4:20 pm and there being no further business the Regular Commission meeting adjourned.



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Ryan Neal, Executive Director



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Rick Stokoe, Commission President

**PORT OF MORROW**  
**Regular Commission Meeting**  
**March 11, 2020**

**SIGN-IN SHEET**

<b>NAME</b> <b>PLEASE PRINT</b>	<b>COMPANY</b> <b>REPRESENTING</b>	<b>PHONE NUMBER</b>	<b>EMAIL</b> <b>ADDRESS</b> <b>(If we don't have it)</b>
Tomie G	BCC		
Karen Pittman	City		