

**Port of Morrow  
Special Commission Meeting  
March 23, 2020  
#2 Marine Drive, Riverfront Center  
Boardman, OR 97818**

**PRESENT:**

**Commissioners:** Rick Stokoe and Joe Taylor

**By Phone:** Jerry Healy, Marv Padberg and John Murray

**Staff:** Lisa Mittelsdorf, Eileen Hendricks, Mark Patton and Brandy Warburton

**Other:** None

**I. CALL TO ORDER AND INTRODUCTIONS**

The special session was called to order by Rick at 11:05am.

**II. FEDERAL MANDATES**

Brandy updated the group on the Families First Coronavirus Response Act that was signed by President Trump on March 18, 2020. This is an economic stimulus plan aimed at addressing the impact of the COVID-19 pandemic. The plan significantly expands the Federal Family and Medical Leave Act (FMLA) and introduces a new federal paid sick leave. The effective dates for the temporary order are April 2, 2020 through December 31, 2020.

**III. STATE MANDATES**

Oregon Governor Kate Brown released a new Executive Order 20-12, Stay Home, Save Lives: ordering Oregonians to stay at home, closing specified retail business, requiring social distancing measures for other public and private facilities, and imposes requirements for outdoor areas and licensed childcare facilities. Lisa will forward the press release to all and we will review and discuss next steps in operations.

**IV. SOCIAL DISTANCING**

Rick would like us to implement a temporary policy for social distancing per the Oregon Health Authority guidelines. Brandy will make a policy and have it ready for review by the next commission meeting.

**V. SOCIAL MEDIA AND PRESS RELEASES**

Rick suggested that any press releases, social media posting or notices to the employees be approved by the Commission before being released during this time. All Commissioners agreed. A letter will be constructed by Lisa and Mark to go to all core partner industries updating them on our operations and plans for future operations.

**VI. MEETING SOFTWARE**

The Port is practicing social distancing so there is a need for meeting software that will allow us to hold video or telephone conferencing options for the public join. Eileen will look in to possible options and get back to the group.

**VII. PHONE MESSAGING AND EMAILS**

The messaging system at the Port administration office is being updated to reflect the office closure and that staff is working remotely. When a phone message is left at an extension an email will be sent to that employee alerting them.

**IIX. OTHER**

Tim estimated that there are 18 employees at the maintenance shop that can be moved to the warehouse if needed to continue their operations. Tim will coordinate with Scott on sending over a few employees at a time to cross-train.

**B.U.I.L.D. Grant** – Lisa reported that we have received the “Notice to Proceed” from them and the construction completion deadline is 2024.

**MARAD Grant** - We will continue to work on the project for now and we could start dredging December 2021. We still need to complete the NEPA.

**BPA** – We have not heard any updates or reschedules as of yet, but Eileen assumes we are not proceeding with the signing and she will hear something soon.

The meeting was recessed at 12:46 pm. Executive session under **ORS 192.660**, started at approximately 12:48 pm. The commissioners came out of executive session at 1:11 pm and there being no further business the Regular Commission meeting adjourned.

Submitted by:

  
Rick Stokoe, Commission President

  
Joe Taylor, Commission Secretary