
Special Commission Meeting Minutes
May 31, 2024 – 1:00 pm
2 Marine Drive, Boardman, Oregon 97818

I. CALL TO ORDER AND INTRODUCTIONS

Joe Taylor called the meeting to order at 1:00 pm.

Commissioners Present: Rick Stokoe, Joe Taylor, Kelly Doherty, John Murray and Joel Peterson

Staff Present: Lisa Mittelsdorf, Mark Patton, and Brandy Warburton

Guests Present: David Sykes, Matt Jensen, and Kelly Morgan

By Zoom Meeting: (Staff) Eileen Hendricks
(Guests) John Doherty, Aaron Palmquist, Nicole Mahoney, David Ulbricht, Samsung User, Lisa Pratt, “541-561-5339” and Brandon Hammond

II. PUBLIC COMMENT PERIOD

None given

III. OLD BUSINESS

A. Land Donation and Infrastructure Discussion – Heppner Industrial Park

Joe asked for further discussion on the work needed at the site. Mark reported that it would be hard to give firm costs for the needed infrastructure, but he thought the reported numbers from the county were a little high. Our crews are not available until November of this year possibly but he thinks we might be able to do both sewer and water.

County Commissioner Sykes asked for a firm commitment of the land donation and the in-kind labor donation to take back to his board. County Administrator Matt Jensen said he spoke with Lisa earlier today and asked for something in writing stating the Port’s commitment. Lisa said she will write a letter confirming the land donation and the in-kind contribution of labor to Morrow County.

B. WIFIA Update

David Ulbricht, SDAO Consultant reported that headway has been made with WIFIA and the key business terms of the loan. He hopes to have a formal resolution before the commissioners by the end of the month for the financing. He’s meeting with the Port’s

attorneys, EPA's attorney and the State's attorney on some key terms. The current best estimate for finalizing would be the end of July beginning of August. Mark reported that the construction timeline should be close to that.

IV. NEW BUSINESS

A. EMS Letter of Reference

Kelly received a request from Morrow County Health District asking for a letter of reference on their services for their ASA application to the county. The application is due on Monday, so they submitted a sample draft letter for signature. Joe reported that Boardman Fire also submitted a request for their application to himself and Lisa. Joel questioned how the port could offer a letter of reference. John stated that they are not asking for a recommendation to be the service provider over another but are just asking for acknowledgement of their 29 years of service. More discussion was had on whether the port could really offer a letter of reference on the services for either entity. It was decided that neither entity should receive a letter of reference from the port commission.

B. Other

No other discussion was had.

V. FOR THE GOOD OF THE ORDER

VI. 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. 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.

A. For the Purpose of Review of the Employment-Related Performance of the CEO – ORS 192.660 (2) (i)

The special session was recessed at 1:28 pm for Executive Session.

The special session was reconvened at 2:42pm.


Joe explained that a subcommittee of two commissioners will need to be formed to negotiate the compensation of the Executive Director and asked for volunteers. It was decided that both Rick and Joe will handle the negotiations. Joe will summarize their review comments to give to Lisa. John made the following statement to Lisa, "Thank you for your work and your time. The commission has shown confidence in your abilities, and we appreciate the things that you've done." Lisa expressed her thanks for trusting her.

Joe adjourned the meeting at 2:44pm.

Submitted by:



Joe Taylor, Commission President



Lisa Mittelsdorf, Executive Director

PORT OF MORROW
Special Commission Meeting
May 31, 2024

SIGN-IN SHEET

NAME PLEASE PRINT	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
Kelly Aspin	LW		
David Byler	County		