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**Regular Commission Meeting Minutes**  
**June 20, 2024 – 9:00 am**  
**2 Marine Drive, Boardman, Oregon 97818**

**I. CALL TO ORDER AND INTRODUCTIONS**

Joe called the meeting to order at 9:00 a.m.

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

**Staff Present:** Lisa Mittelsdorf, Eileen Hendricks, Mark Patton, Jason Hendricks, Jeff Montgomery, Erika Lasater, and Brandy Warburton

**Visitors Present:** Karen Pettigrew

**By Zoom Meeting:** (Guests) John Doherty, Raven, Sam Tucker, Michael Campbell, Aaron Palmquist

**II. PUBLIC COMMENT PERIOD**

No public comment was given.

**III. OPEN BUDGET HEARING** – Joe opened the budget hearing.

**IV. CONSENT AGENDA**

**A. May 8, 2024, Regular Commission Meeting Minutes**

**B. May 24, 2024, Special Commission Meeting Minutes**

**C. May 31, 2024, Special Commission Meeting Minutes**

John moved to approve the May 8, 2024, Regular Meeting Minutes with an amendment. He requested that Fire Chief Mike Hughes comments calling for his removal from the CREZ II board be spelled out. He would like it noted that any conflict of interest is “past, not current”. Kelly seconded the motion. No further discussion was had. The motion passed unanimously.

John made the motion to approve the May 24<sup>th</sup> and May 31<sup>st</sup> minutes as presented. Kelly seconded the motion. Lisa brought up a Heppner Gazette article that mentions the Port would commit \$100,000 towards the courthouse project, which was not correct. We committed up to \$500,000 of in-kind labor and equipment use, not cash. The motion passed unanimously.

## V. LEGISLATIVE UPDATES

- A. None present.

## VI. OLD BUSINESS

- A. **CDA Update** – Sam and Lisa provided an update and answered questions from the commission. Sam reported the CDA moved to transfer the land to the port and authorized the director to sign. The purchase and sale paperwork has been moving forward, with the idea of having documents for the CDA board to review at their next meeting. The second issue is that the property may need to be subdivided. The third item is a development agreement. A draft has been sent to CDA. Lisa stated that all the members would continue to work together after the land transfer.
- B. **WIFIA Application Update** – Eileen, Lisa, Jason, and Mark gave an update on the application status and answered questions from the commission. We're close to receiving the final term worksheet. We are hopeful for numbers next week.
- C. **CREZ II Update** – Lisa said the money has been dispersed. Brandy summarized the distribution of the remaining \$900k which was as follows, \$300k to Boardman Fire, \$300k to Boardman Police, \$100k to Morrow County Sheriff, \$100k to Irrigon Fire, and \$100k to Morrow County Health District. John said he had been approached by the Education Foundation. Kelly asked about the CREZ administrator. There has been no recent news about that.
- D. **Community Projects Update** – Mark commented about the Ione track project. He also said we're working on the incubator design project for Irrigon.
- E. **Ordinance 2024-02 – Commission Comments** – Brandy stated the copy they have in the packet is the latest red-lined revision, which includes industry comments. Michael commented that the purpose is to update a 30-year-old ordinance at the direction of DEQ so the port can comply with its permit. Lisa stated that after this ordinance goes into place, then there would be specific agreements with each individual industry. John said he couldn't approve this agreement today in good faith. He objects to the redlines that seem to soften the agreement. Staff clarified that the ordinance cannot be approved today, this is just the time for the commission to comment. Mark reported that they'd like to have this ready for the first reading at the July meeting.

A workshop is scheduled for July 2 at 9:00 AM for commissioners to ask questions about the ordinance.

### F. Other

No other old business was discussed at the time.

## VII. NEW BUSINESS

- A. Call for Comments and Close Budget Hearing** – Joe called for any comments regarding the budget. There were none. The budget hearing was closed at 9:59 AM.
- B. Resolution 2024-06 Adopt and Appropriate Budget** – John made the motion to approve Resolution 2024-06, Resolution adopting the budget. Rick seconded the motion. No further discussion was had. The motion passed unanimously.
- C. Resolution 2024-07 Rail Tariff** – Rick made the motion to approve Resolution 2024-07. Joel seconded the motion. No further discussion was had. The motion passed unanimously.
- D. Resolution 2024-08 Utility Rates** – Eileen explained two options for utility rate increases. John made the motion to approve Resolution 2024-08, a resolution of the Port of Morrow Commission, Morrow County, Oregon, Establishing Utility Rates for Morrow Industrial Park Tenants as presented. Rick seconded the motion. John stated that he would like to see the discussion for next year include the 21% option and move towards self-sustaining utility rates. The motion passed unanimously. Utility rates will be revisited in January of 2025.
- E. Resolution 2024-09 Policy Update – Public Contracting / Procurement Policy** – Eileen explained changes in State policy are the reason for this update. John made the motion to approve Resolution 2024-09, A Resolution of the Port of Morrow Board of Commissioners Adopting Public Contracting Rules and Prescribing Rules of Procedure for Public Contract, with the change that any surplus property designated by the executive director worth more than \$5,000 be approved by the POM Commission. Kelly seconded the motion. Joel said he doesn't feel that the commission needs to approve surplus items, especially if timing is a factor, however, it would be nice to be notified. Rick agreed that notification would be nice but doesn't feel he needs to approve surplus items. Joe also agreed. Joel suggested an amendment to the motion to say "notified" instead of approved. John consented and amended his motion to "the commission be made aware of all disposal of property, surplus property that fits this description. Preferably before it's disposed of". Kelly seconded the amended motion. The motion passed unanimously.
- F. Resolution 2024-10 Safety Policy Addendum – Hard Hat Policy** – Brandy explained the purpose of the addendum. Kelly made the motion to approve Resolution 2024-10, Port of Morrow Safety Policy Addendum. Joel seconded the motion. No further discussion was had. The motion passed unanimously.
- G. Lisa Update from Denmark** – Lisa gave an update regarding her educational trip to Denmark. It was hosted by the Center for Sustainable Industry. It was a great trip to a country that leads the way in the Reduce, Reuse, Recycle mission. She feels the Port is already reusing and recycling in similar ways already. It was time well spent and very informational.

**H. Other**

The commission feels that it's an easy fix to send a correction request to the Heppner Gazette regarding the \$100,000 print error and requested Lisa to send a correction notice to them.

**VIII. STAFF REPORTS**

**A. Project Updates** – Erika showed photos of port projects and Mark summarized the statuses. Mark also gave an update for the Heppner flood mitigation.

**B. Financial Update** – Eileen gave the financial update.

**C. Usage Reports** – The commission reviewed the usage reports in the packet.

**D. Other**

Lisa said she has received a message from Torrie saying we could host all employees for the Christmas party at the new SAGE event center.

**IX. OTHER REPORTS**

None present/given

**X. FOR THE GOOD OF THE ORDER**

Lisa thanked Anna and Torrie for jumping in at the last minute to host a luncheon at the SAGE Center. We have hired two new staff for the SAGE Center. Ariana Andrews is the new assistant manager and Angel Aguilar is the new SAGE Center Event Coordinator.

Karen Pettigrew complimented the SAGE Center for hosting the first Music in the Parks at the SAGE Center due to inclement weather.

**XI. UPCOMING EVENTS:**

<b>June 20th</b>	<b>11am</b>	<b>POM Commission Tour</b>
<b>July 10th</b>	<b>1:30pm</b>	<b>POM Regular Commission Meeting</b>
<b>July 31st</b>	<b>4-7pm</b>	<b>POM Employee and Family BBQ</b>

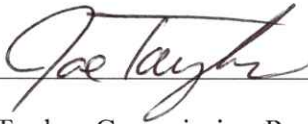
**XII. EXECUTIVE SESSION**

There was no executive session.

Joe adjourned the meeting at 11:02 AM.

After the regular meeting, a tour of port properties was taken. John declared a conflict of interest regarding one of the properties that was toured.

Submitted by:



Joe Taylor, Commission President



Lisa Mittelsdorf, Executive Director