

**Regular Commission Meeting  
January 15, 2020 – 1:30 pm  
2 Marine Drive, Boardman, Oregon 97818**

**I. CALL TO ORDER AND INTRODUCTIONS**

Jerry Healy 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, Eileen Hendricks, Tim Patton, Miff Devin, Marcine Brangham, Jacob Cain, Kalie Davis, Erika Lasater and Brandy Warburton

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

**II. APPROVAL OF MINUTES –December 11<sup>th</sup> Regular Commission Meeting Minutes**

Rick moved to approve the December 11<sup>th</sup> Regular Commission Meeting minutes. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

**III. ELECTION OF PORT OF MORROW COMMISSION OFFICERS FOR 2020**

Jerry opened nominations for 2020 Commission Officers starting with President. Jerry nominated Rick for President. Joe seconded the nomination. No other nominations were voiced, and the nomination was passed unanimously.

Joe nominated Marv for Vice-President. John seconded the nomination. No other nominations were voiced, and the nomination was passed unanimously.

John nominated Joe to remain as Secretary/Treasurer. Marv seconded the nomination. No other nominations were voiced, and the nomination was passed unanimously.

Jerry was also the Port of Morrow's CREZ II Representative and he nominated Rick as current President, to be the Port's representative going forward. Marv seconded the nomination. No other nominations were voiced, and the nomination passed unanimously.

**IV. OLD BUSINESS**

**A. East Beach Unit Train Expansion**

Ryan reported that we had received back more comments on the environmental study that needed to be fixed. Those have been done and resubmitted today and he hopes to hear back by next week. We will need to ask for an extension since we have encountered delays.

**B. MARAD Grant Award**

Ryan reported that we were awarded a \$1.6 million grant for improvements to Terminal 1, upgrading the crane at Terminal 3 and a new container handler.

**C. B.U.I.L.D. Update**

Ryan gave this update along with the East Beach Unit Train Expansion update.

**D. Warehouse Expansion Update**

Tim reported that they were about 85% done with the racking and he expects to be 100% done by the end of the month. The site passed the food safety audit and should start receiving product soon.

**E. Early Learning Expansion**

Tim reported that the crews are working on the material that needed to be removed from the site and compacted to spec now. The plans are done, and the sub-contracted bids are all advertised.

**F. New South Lift Station**

Tim reported that he's still waiting on the valves and manifolds to arrive, which should be in February.

**G. Heppner Update**

Ryan reported that he has received the Anderson Perry Contract but he's waiting for Mark to review he before he proceeds.

**H. Mader/Rust Reuse Expansion**

Jacob reported that the bid for pipe and pump contracts was just awarded. He expects to start seeing the pipe arriving in the second or third week of February. Miff reported that all DEQ requirements should be completed and approved before the project is ready to begin.

**I. Legislative Updates**

Kirby Garret is on his honeymoon, so he wasn't available for an update. Ryan reported that we will be working on a plan for backup systems for our water system since that is an area where we could use some help. He will also send out a report to the Commission on the Cap and Trade Bill after he has a chance to read through all the details.

**J. Other**

Joe asked about the status of the liner at Madison's pond that had a leak in it. Tim explained that the leak was located, and the engineers are working on a long-term solution to the problem. The pond is currently empty.

Jacob updated the group on the digester project. He received a letter from the state this morning accepting our permit for the project. The notice for public comment is posted until February 19, 2020.

Marv asked on the status of signage at Lewis and Clark road. Ryan reported that Marcine is working with a sign person to get that accomplished soon.

Rick asked if there was an update on the land transfer status at the Umatilla Army Chemical Depot. Don Russell reported that the transfer is on track for late summer of 2020.

## **V. NEW BUSINESS**

### **A. Appoint Budget Officer / Approve Budget Calendar**

Eileen reported that we had previously discussed moving the April meeting date back one week, but Ryan has a conflict on that date, so he suggested April 22 at 3:30pm. All agreed on April 22 at 3:30pm for Budget Committee Meeting. The list of current committee members were reviewed by the Commission and all agreed to the current members serving again since none were up for renewal. John agreed to continue with Lisanne Currin being his representative instead of Larry Lindsay's.

Joe moved to approve the Budget Calendar as presented. John seconded the motion. No further discussion was had, and the motion passed unanimously.

Marv moved to appoint Eileen as the Budget Officer. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

### **B. Longevity Credit - SDAO**

Eileen reported that a copy of the proposed longevity credit of 6% was in the packet for viewing. The agreement states that we agree to not change our carrier for two years and SDAO agrees to not raise our rates by more than 5%.

Jerry moved to accept the SDAO Longevity Agreement. John seconded the motion. No further discussion was had, and the motion passed unanimously.

### **C. Land Sale – Parcel 2, Partition Plat 2019-16**

The Commissioners each had a copy of the purchase agreement and map of the land given to them for review. The total sale price is \$2.997 million. We will have to add services (sewer, water and wastewater) to the site and the developer will pay us to add the road per the agreement.

Marv moved to approve the sale of Parcel 2, Partition Plat 2019-16 and authorize Ryan to sign the necessary documents. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

### **D. Land Sale – 4N2511-206**

The Commissioners each had a copy of the purchase agreement and a map of the land given to them for review. The total sale price is \$450 thousand. Per the

agreement, we will need to dedicate a road to the site. Anderson Perry will be doing the survey for that project.

Jerry moved to approve the sale of 4N2511-206 and authorize Ryan to sign the necessary documents. John seconded the motion. No further discussion was had, and the motion passed unanimously.

**E. Land Sale – 13 Acres – 4N25E Sec 11 Tax Lot 100, 4N25E Sec 12 Tax Lot 105**

The Commissioners each had a copy of a map of the area for their review. Ryan reported that he doesn't have a formal agreement yet on this, but he would like authorization to negotiate the deal with the City of Boardman to expand their sewer services.

Joe moved to approve Ryan to enter in to negotiations with the City of Boardman on the land sale. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

**F. Other**

Ryan reminded the Commissioners of the PNWA Mission to Washington conference that is held March 1<sup>st</sup>-5<sup>th</sup> and asked who will be able to attend with him. Joe and Jerry both plan on attending.

Ryan showed the Commissioners a new meal expense approval form that will go to all managers. The form will be used when meals are purchased for crews. Ryan will be given a copy of each approval for his review.

Eileen explained that SDAO is proposing a change to its bylaws and will be having a vote at the annual conference in Seaside on the matter. She gave all Commissioners a handout on the issue to review. Rick, as the newly elected Commission President will cast our vote.

Ryan updated the group on land use decision that he had received today for property on Paterson Ferry Road doing the zone change swap. It was approved but the emergency clause was not approved. The second reading will be on February 5<sup>th</sup> and it will take 90 days after that to record.

**VI. STAFF REPORTS**

**A. SAGE Center Update**

Lisa Patrick was not in attendance, so Ryan reported on the SAGE Center's recent activities including the number of recent visitors and where they were from as well as the total number of guests for the year. Winter Market was held the first weekend in December and was successful with an increase in visitors from last year. Andrea attended the "100 Best Fan Favorite Destinations" banquet in Portland and the SAGE Center moved from 86<sup>th</sup> place to 28<sup>th</sup> place. The holiday light show had some glitches this year, so the display is still up as the electricians

and maintenance staff work to find a long-term solution. Erika showed pictures of recent events to the group.

**B. Warehousing Update**

Marcine reported on the numbers for the warehouse facilities for the month of December which were up from last year at this time. The warehouse is at 78% capacity currently. The expansion had an inspection last Friday from Tillamook and passed completely. Lamb Weston is adding 85 new products to the warehouse and they will be shipping directly to the customers.

**C. Workforce Training Update**

Kalie reported on her recent activities including conducting interviews for the high school internship program's next semester. They will have 55 students in the program that semester. The Columbia Works internship program just released a press release and social media campaign about the program. The program has 58 open positions for this inaugural year. She's also been working on outreach for the Perry Tech recruiting event and the B.I.L.C. program.

**D. Maintenance Shop Update**

Tim reported on the maintenance shop's recent activities including the expansion of the freezer warehouse, the expansion of the Neal Early Learning Center, Heppner mill site, landscaping at Boardman Foods, and quotes for an electric gate at the Heppner mill site. Erika showed pictures to the group of the projects.

**E. Communications Update**

Erika updated the group on her activities for the past month including the video projects for the high school internship program and B.I.L.C. program. She's continuing to work on print ads for the SAGE Center. She showed the group the video ad that she created for the upcoming SAGE Center job fair.

**F. Usage Reports**

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

**F. Other**

Eileen gave all Commissioners the budget versus actual numbers for the last month and reviewed them with the group.

Ryan let everyone know that we are close to signing the third-party switching agreement. He had a meeting in December with everyone and they are working on finalizing it.

**VII. OTHER REPORTS**

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

Kim Cutsforth reported on their recent activities including the duplexes that they are building and should be ready for rent in the February.

The housing rehab program has funded \$188 thousand to date with 13 houses completed, 8 in the rehab process and 4 in the application process.

The business rehab grant program has committed \$34 thousand and funded \$25 thousand so far with 8 businesses in the program.

The business incentive grant program has committed \$108 thousand and funded \$58 thousand so far.

**B. Boardman Chamber Update**

Torrie Griggs reported on the Chamber’s upcoming activities including the “Morning of Excellence” breakfast that will be January 17<sup>th</sup> and the business education on January 23<sup>rd</sup> which will feature HR Answers as the speaker. February 4<sup>th</sup> they will hold a zoom meeting at the BMCC Workforce Training Center with Representative Greg Smith, Representative Greg Barreto and Senator Bill Hansell who will discuss the recent short session legislative updates.

BCDA – The 2019 year ended with them funding \$295 thousand for the home buyers’ incentive program, \$208 thousand for the small business incentive program and \$660 thousand for the community enhancement project.

**C. Other**

Kalie reported that Sheryll Bates has announced her retirement recently. Kim Cutsforth said the board will start interviewing in March for her replacement.

Karen Pettigrew reported that the City of Boardman is in negotiations with the Port of Morrow for a new sewer line and it’ll be a busy year for the city.

Brian Maag from Boardman Foods wanted to thank the Port and the community for their support for all these years.

County Commissioner Don Russell reported that the county is in negotiations with a designer/builder on a new government center building in Irrigon.

Rick reported that Chief Rogelstad from the Boardman Fire Department has retired, and they are having a community meet and greet on February 2<sup>nd</sup> with the potential candidates for his replacement.

Upcoming events –

2/6-9		SDAO Annual Conference – Seaside
2/12	1:30pm	Port of Morrow Regular Commission Meeting
3/1-5		PNWA Mission to Washington DC

The meeting was recessed at 3:02 pm. Executive session under **ORS 192.660**, started at approximately 3:12 pm. The commissioners came out of executive session at 3:53 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**  
**January 15, 2020**

**SIGN-IN SHEET**

NAME <b>PLEASE PRINT</b>	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
Wendy Neal	UEC	541 289 1522	wendy.neal@umattliqa.com
Karen Pettigrew	City of Boardman		
Janice Grogg	Chamber		
Kim Culberson	WCVSDG	541 980 3465	altakin541@gmail.com
Debbie Radley	Boardman Foods	541 481-3000	debbie@boardmanfoods.com
Briana Mazy	"	"	Briana "