

**Regular Commission Meeting  
October 14, 2020 – 1:30 pm  
2 Marine Drive, Boardman, Oregon 97818**

**I. CALL TO ORDER AND INTRODUCTIONS**

Rick called the meeting to order at 1:32 p.m.

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

**Staff Present:** Ryan Neal, Lisa Mittelsdorf, Eileen Hendricks, Mark Patton, Jacob Cain, Kalie Davis, Erika Lasater and Brandy Warburton

**Visitors Present:** Karen Pettigrew

**Staff via Video Conference:** Tim Patton, Marcine Brangham, Pat Tolar, Miff Devin and Andrea Orcutt

**Guests via Video Conference:** Gregg Zody, Greg Smith, Torrie Griggs, Kirby Garrett, Kim Cutsforth, Mike Alldritt, Ryan DeGroff, Heppner Gazette and Heppner Chamber

**II. APPROVAL OF MINUTES –September 9<sup>th</sup> Regular Commission Meeting Minutes and the September 9<sup>th</sup> Strategic Planning Workshop Minutes**

Marv moved to approve both the September 9<sup>th</sup> Regular Commission Meeting Minutes and the September 9<sup>th</sup> Strategic Planning Workshop Minutes. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

**III. OLD BUSINESS**

**A. Legislative Updates**

State Representative Greg Smith reported that the main focus in Salem right now is how the state is going to pay for the recent fire damage and the pandemic effects on schools and getting students back in school.

Kirby Garrett from CFM Advocates reported that a short-term bill was passed recently to keep the government funded until at least December 11<sup>th</sup>. Negotiations are still on-going for a coronavirus relief bill, but no agreement has been made yet.

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

Mark reported that mass excavation is complete and most of the work that the port needed to do is complete. Sub-contractors are on-site and there is 5-10 thousand feet of rail placed currently. We will probably need to ask for an extension from the state until March to finish the project.

Jacob reported that he has submitted conceptual plans to UP for approval but he just learned today that our project manager from UP has moved to a new role with

the company so we will be getting a new representative soon which may delay the process more.

**C. Early Learning Expansion**

Mark reported that the estimated completion date for the project will be mid-November. Contractors are there now pouring concrete, painting and putting in cabinets.

**D. New South Lift Station**

Mark said there is nothing new to report on the project since we have no crews available right now to work on it.

**E. Heppner Update**

Ryan reported that we hired a new staff maintenance person to maintain our Heppner sites.

Jacob reported that the partitions are moving along, and the first step was to do a property line adjustment for the property owned by Chick. That was done and approved by the Planning Commission two weeks ago.

Mark reported that Anderson Perry has finished the flood plain mapping and is now waiting for a response from FEMA.

**F. Mader/Rust Reuse Expansion**

Tim reported that water was running for about a month, but it was shut down for seeding of the property recently. There is still two lines that need to be hooked up to our manifold and once that is completed our crews will build the building around the manifold. He expects to be done with manifold 10 in about two weeks.

Miff reported that we are still operating with the temporary permit from DEQ until October 31<sup>st</sup>.

**G. Airport Well**

Mark reported that the we opened up bids on the project and he has sent a "Notice of Award" to the winning bid but hasn't received the signed contract back yet. He expects to be done with the project by July 1, 2021. The well will be initially drilled to 950 feet depth and then will be evaluated to see if it needs to go deeper. It could be as deep as 1100 feet, if necessary.

**H. Gar Swanson Extension**

Mark reported that the initial design of the road is complete, and it will require us to move 18,000 yards of dirt.

**I. Other**

No other old business was discussed at the time.

#### **IV. NEW BUSINESS**

##### **A. RSIS Contract Approval**

Lisa reported that this is a contract between the Port of Morrow and Oregon Business Development Department. It will reimburse us for site preparation costs for a designated area in East Beach Industrial Park, based on a stated reimbursement formula.

Joe moved to approve the RSIS002 contract between the Port of Morrow and Oregon Business Development Department and authorize Ryan to sign. Jerry seconded the motion. No further discussion was had, and the motion passed unanimously.

##### **B. Other**

No other new business was discussed at the time.

#### **V. STAFF REPORTS**

##### **A. SAGE Center Update**

The SAGE Center is still closed to the public so most of the staff have been working at the golf course. Andrea was unavailable so Pat gave the update for the SAGE Center which was that they were waiting on Formations for the next step in the Amazon exhibit process.

##### **B. Warehousing Update**

Marcine reported on the numbers for the month of September for the warehouse which were down a little from last year. The freezer capacity is at 75% and the cooler is at 98% currently. She has been working with Tillamook on the EDI system to resolve some issues they've been having, and they are preparing for a virtual audit with Lamb Weston for tomorrow.

##### **C. Workforce Training Update**

Kalie reported on her recent activities which included a couple of hiring events for the employment department and helping make a commercial to promote available jobs in the port which will air on Tri-cities TV stations soon. The Port purchased a forklift simulator that should be on-site in January. The virtual career day is scheduled for October 22<sup>nd</sup> with 20 presenters and about 150 students signed up to participate.

##### **D. Maintenance Shop Update**

Tim reported that we recently hired Forrest Dyer for our Heppner sites maintenance and then he gave a brief history of him to the group. Erika showed pictures and drone videos of the projects to the group as Tim explained the progress of each including Early Leaning expansion, East Beach Rail, popcorn building damage and the Riverside High School FFA Building. He is hoping to start the landscaping project at Boardman Foods before the end of the year.

**E. Communications Update**

Erika reported on her recent activities which included taking pictures of various projects around the Port and she showed pictures of wind turbines that were being shipped down the river as part of the High, Wide and Heavy Corridor project. She's also been working on billboards for SAGE Center and Marker 40 Golf Club and several print ads for both.

**F. Golf Course Update**

Pat reported on the clean-up and updates that are still going on at the golf course and the night golf event that was held two weeks ago. It was a huge hit with 34 people attending and they plan on hosting another night event on October 24<sup>th</sup>.

Ryan reported that he is working on a long-term plan for the course and will present it soon.

**G. Usage Reports**

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

**G. Other**

Joe wished to express his thanks to the Port, as a member of the FFA Advisory Committee, for their work on the greenhouse at the high school.

**VI. OTHER REPORTS**

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

Kim Cutsforth reported that they have purchased the 20 acres above the hospital in Heppner and have hired NW Engineering to help on the project. The duplex in lone will be breaking ground as soon as a construction crew is available.

Housing Rehab program has approved \$299,400 to date.

Business Incentive program has approved \$312,000 to date.

**B. Boardman Chamber Update**

Torrie Griggs reported on the Chamber's activities which have included the monthly luncheon which will be virtual and have Dirk Dirksen as the speaker. They will also be hosting the upcoming Community drive-thru Trunk or Treat that will be held at the SAGE Center parking lot on October 31<sup>st</sup>.

BCDA –

The housing grants program has almost reached their budget of \$250,000 and the business grants program has almost reached their budget of \$200,000.

**C. Other**

Heppner Chamber reported to the group that there is a lot of business grants available for federal funds for COVID related expenses and losses and they

encouraged businesses to reach out. They will also be adopting a city, Mill City, that has been devastated by the recent fires, to help replace their welcome sign.

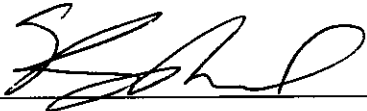
Karen Pettigrew reported the city will start surveying the property that they will be purchasing from the port for the new lagoon soon. The city received approximately \$132,000 of COVID funds and they have decided to give \$25,000 to the food pantry and \$25,000 to the Morrow County Emergency Center.

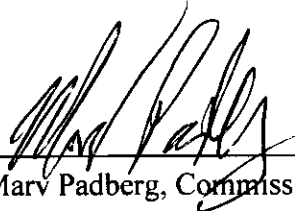
Upcoming events –

11/10            1:30pm            Regular Commission Meeting (date change)

The meeting was recessed at 2:42 pm. Executive session under **ORS 192.660**, started at approximately 2:50 pm. There being no further business, the Regular Commission meeting adjourned at 3:26 pm.

Submitted by:

  
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Ryan Neal, Executive Director

  
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Marv Padberg, Commission Vice-President

**PORT OF MORROW**  
Regular Commission Meeting  
October 14, 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>
<i>Karen Pittman</i>	<i>city</i>		