

**Regular Commission Meeting
October 8, 2019 – 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, Lisa Patrick, Miff Devin, Kalie Davis, Marcine Brangham, Andrea Orcutt and Brandy Warburton

Guests: As listed on sign-in sheet

II. APPROVAL OF MINUTES –September 11th Regular Commission Meeting Minutes

John moved to approve the September 11th Regular Commission Meeting minutes. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

III. OLD BUSINESS

A. East Beach Unit Train Expansion

Tim reported that the M.C.G.G. spur is complete, and they are driving trucks through it now. Ryan reported that the final submittals are going to U.P. this week. He hopes to have the project completed by June of 2020.

B. B.U.I.L.D. Update

Ryan reported that the environmental assessment is complete, and the grant agreement is being worked on now.

C. Warehouse Expansion Update

Tim reported that the steel company started last week, and our guys are putting up tin now. He showed pictures to the group of the progress. The office space will house the IT department, LAN room and the Warehouse Maintenance Manager's office.

D. Early Learning Expansion

Ryan reported that we got the approval to start the project a little early. He has preliminary drawings from the architect, and he is hoping to start construction in the spring of next year and be completed and ready for the start of 2020 school year. The expansion would be adding an additional 7500 to 10,000 square footage to the existing building.

E. New South Lift Station

Tim reported that the old south lift station is at max capacity and it struggles to keep up with the current demand. The new tanks are 20 feet tall and 12 feet in diameter. The capacity will be about 50% more than what we currently have. He showed current photos of the progress on the project to the group.

F. MARAD Grant Application

Ryan reported that the application has been turned in for \$1.95 million for improvements on Terminal 1 and Terminal 3. It could take up to 6 months before we know if our application is approved or not.

G. Heppner Update

Tim reported that the gates should be ordered this next week and Scott is meeting with people to discuss the power supply to the gates. Ryan reported that he's met with a couple potential clients for that space who might be interested in the space but nothing has been signed yet.

Kim Cutsforth reported that Anderson Perry is working on the flood map for the area and hopes to have it finished by next week.

H. Other

Ryan reported that the Bonneville Dam Locks opened back up on September 28th.

Ryan reported that the OPPA Annual Conference was held at our facilities last week for the first time. He felt like it was a great turnout for the event. Jerry brought up the new regulations on the birthdate year of vehicle and equipment fleets. We don't currently fall under those regulations but he thought it might be a good idea to start looking into it because it will probably affect us soon.

IV. NEW BUSINESS

A. Resolution 2019-20 – Public Records Policy

Brandy explained that the one of the items on the SDAO Best Practices Survey was adopting a new Public Records Policy that included the changes pertaining to the timeframe for responding to requests. This updated policy includes that language and incorporates the fee schedule in to the policy.

Marv moved to approve Resolution 2019-19, Public Records Policy. Rick seconded the motion. No further discussion was had, and the motion passed unanimously.

B. Orchard Winds Community Service Fee

Eileen explained that any time we enter into SIP agreements, there is a certain amount of money that is set aside for a community fee. As part of the law, 75% of

the Special Districts must approve on how the community fee is dispersed. The Port needs to identify a representative to attend the meeting on our behalf. Marv moved to appoint Jerry to attend to meeting on the Port's behalf. John seconded the motion. No further discussion was had, and the motion passed unanimously.

C. S.W.O.T. Analysis

Jerry reported that the process started this morning with the consultants for our strategic planning report.

D. Other

No other old business was discussed at this time.

V. STAFF REPORTS

A. SAGE Center Update

Lisa reported on the SAGE Center's recent activities including the number of visitors to the center and where they were from. Free admittance days at SAGE Saturday have started again. Future events at the SAGE Center include AWS "Girls Tech Day," a military band concert and the Painted Hills meet and greet.

Andrea reported on the Harvest Festival that was held at SAGE Center during the first weekend of October including the attendance numbers which were up by 400 people and activities that were held during the event. Pictures of the event were shown to the group.

B. Warehousing Update

Marcine reported on the numbers for the warehouse facilities for the month of September. The numbers were up from last year and were the highest numbers to date on handling. The warehouse is at 87.4% capacity. They are still working with Lamb Weston on a new tracking system. They recently had a joint meeting with BJK Trucking, us and Lamb Weston's plants on the drop trailer program. The program is working better now but they are still working on a few issues. They are still experiencing rail issues since Hinkle's closure and working through them.

Ryan reported that they are having a meeting tomorrow to try and finalize the third-party switching agreement.

C. Workforce Training Update

Kalie reported that she's working on an outreach video for the High School Internship program and hopes to start production on it by the end of the month. Semester evaluations are being held next week to check attendance and any issues.

The Columbia Works Internship program had a good Steering Committee meeting earlier in the day where she was able to show a rough draft of the website for the program to them. The Port has recently purchased a Human Resources Information System call Bamboo HR that will help with the on-boarding of those applicants.

Her upcoming events will include a trip to Perry-Tech job career expo, attending Pendleton's job fair, Umatilla High School's career fair and speaking at the State Soils Competition.

D. Maintenance Shop Update

Tim reported on the maintenance shop's activities including the Emert addition which is waiting on the inspector, finishing the landscaping at UMCHS, Ione School Multi-purpose room, clean-up at bombing range, rebuilding of both scrapers and the vac truck and the crews have started winterizing all the buildings and irrigation systems.

E. Communications Update

Erika was not in attendance, so Ryan updated the group on her activities for the past month. She is working on the articles for the winter newsletter now and she's been working on new 2020 promotional ideas for the SAGE Center.

F. Usage Reports

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

F. Other

No other staff reports were discussed at the time.

VI. OTHER REPORTS

A. Willow Creek Valley Economic Development Group

Kim Cutsforth reported on the progress of the two duplexes that are being built in Heppner. They should be done by January and ready for rental.

The Housing Rehab Program has 22 houses in the program and has paid out \$146,500 so far of the \$262,000 that they committed to the program.

The Business Enhancement Program recently used funds from the program to help with painting the Elks Club building and replacing the awning at Bucknum's.

The Business Incentive Program got approval from the WCVED Board to start the program which is a 50% match up to \$25,000. They have 3 businesses approved already and 1 pending.

B. Boardman Chamber Update

Torrie Griggs reported on the Chamber's upcoming activities which included the monthly Chamber Luncheon on October 16th which is a Port tour with Lisa Mittelsdorf, business education seminar on October 24th with Jake Thompson as the speaker, pumpkin carving contest on Facebook, "Morning of Excellence" breakfast on November 6th and the 15th Annual Quilt Show which is October 10th & 11th.

The BCDA's Home Buyer's Incentive Program currently has 43 applicants approved with 10 pending applicants and has paid out \$130,000 to date.

The Business Enhancement Program has 10 applicants for 2019 and has paid out \$43,000 to date.


C. Other

Karen reported on the City of Boardman's activities including a "Small Cities" Meeting on October 16th that Boardman will be hosting. The new building inspector that started in May is doing great and they recently hired a new police officer, Joanna Lomas who is originally from Boardman.

Upcoming events –

11/13	12:00pm	SDAO Board Self-Assessment
11/13	1:30pm	Port of Morrow Regular Commission Meeting

The meeting was recessed at 2:39 pm. Executive session under **ORS 192.660**, started at approximately 2:47 pm. The commissioners came out of executive session at 3:28 pm and there being no further business the Regular Commission meeting adjourned.



Ryan Neal, Executive Director



Jerry Healy, Commission President

PORT OF MORROW
Regular Commission Meeting
October 8, 2019

SIGN-IN SHEET

NAME PLEASE PRINT	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
Karen Pettigrew	City Bascom		
Tornie Grigg	Chamber		
Marc McCoy	LW	201-275-9587	