

**Regular Commission Meeting Minutes**  
**November 13, 2024 – 1:30 pm**  
**2 Marine Drive, Boardman, Oregon 97818**

**I. CALL TO ORDER AND INTRODUCTIONS**

Joe called the meeting to order at 1:30 p.m.

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

**Staff Present:** Lisa Mittelsdorf, Eileen Hendricks, Mark Patton, Jason Hendricks, Anna Browne, Brandy Warburton, Jacob Cain, and Erika Lasater

**Visitors Present:** Karen Pettigrew, Chelsea Hewitt, Walter Timmons

**By Zoom Meeting:** (Commission) Joel Peterson  
(Staff) Marcine Brangham  
(Guests) Patricia, Kim Cutsforth, Greg Smith, CDA, Emily Collins, John Doherty, Ryann Gleason, Sam Tucker, Kelly Morgan

**\*Conflict of Interest Declarations\***

John Murray declared an actual conflict of interest on a real estate transaction due to family leasing the land which is being purchased. He will not partake in any discussion, any decision, or any vote related to that topic.

**II. PUBLIC COMMENT PERIOD - none**

**III. CONSENT AGENDA**

**A. October 9, 2024, Regular Commission Meeting Minutes**

**B. October 28, 2024, Special Commission Meeting Minutes**

**C. October 30, 2024, Special Commission Meeting Minutes**

Rick made the motion to approve the consent agenda items as presented. Kelly seconded the motion. No further discussion was had. The motion passed unanimously.

**IV. LEGISLATIVE UPDATES**

**A. Federal/State –** Ryann gave an update regarding federal and state legislative matters post-election and answered questions.

**\*Moved up from VI. New Business item A**, Chelsea with Professional Connected Accountants presented the annual audit report.

## V. OLD BUSINESS

- A. **CDA Update** – Greg Smith gave the CDA update, including their audit report which will be reported at their November meeting, litigation status, ODOT report, Oregon Trail/Explosion sites, property line adjustment, staff evaluations, and new projects, which are currently on hold. Eileen added a few comments regarding the CDA audit.
- B. **WIFIA Application Update** – Mark and Lisa gave a report. The WIFIA team has been informed about the land purchase and short-term financing. Lisa and Mark plan on meeting with EPA on December 11 in Washington DC. They are also aware that we are seeking funding for \$100 million through a state DEQ revolving loan.
- C. **Resolution 2024-15 – Personnel Policy** – The resolution would adopt the new updated employee personnel policy.

John made the motion to approve Resolution 2024-15, a resolution of the Port of Morrow Board of Commissioners adopting the updated Port of Morrow Personnel Policies and Procedures Handbook. Rick seconded the motion. Brandy pointed out that there was one correction from Kelly changing “contact” to “contract”. No further discussion was had. The motion passed unanimously.

- D. **DEQ Permit Modification** – Mark explained that the DEQ modification to add Farm 6 into our program was approved and other changes to the permit.
- E. **Kinzua / MCD Building** – John would like to have closure or know if there will be forward motion on the property and asked for guidance. Rick commented that the MCD was supposed to fund the property, and the Port would provide groundwork. Lisa reported that Greg Smith had commented that it would be a loan paid back by the leases. The commission decided to ask MCD to make a decision before next month’s meeting. Greg rejoined the meeting and answered questions. Kim commented that WCVEDG was not involved in the original planning in this, however, she would like information to take to the board if it proceeds.

Mark added a few comments regarding water.

- F. **Updated CREZ III IGA with City of Irrigon** – The Irrigon mayor requested that the IGA be signed again due to numerous board changes on the previously signed IGA.

Rick made the motion to approve the IGA CREZ III agreement with the City of Irrigon. Kelly seconded the motion. No further discussion was had. The motion passed

unanimously.

Lisa added that the CREZ board members may have received a meeting invitation however, the applicant requesting the meeting was not ready to move forward.

**G. Other**

John asked about the water consortium that was being formed. Lisa replied that an agreement had been created, Sam reviewed the agreement, and it was sent to the county. Kelly thought it would probably be included in the December meeting.

**VI. NEW BUSINESS**

**A. Audit Report** – Rick made the motion to accept the audit report as presented. John seconded the motion. No further discussion was had. The motion passed unanimously.

**B. Retirement Plan** – Eileen talked about the retirement plan and possible changes to how the plan is managed. We could allow distributions at 59 and a half or 62 and a half with no change in cost. John felt it would be advantageous to the employee.

Eileen also discussed removing the spousal consent requirement and early separation of service.

Joe said what she suggests sounds reasonable. John agreed with complying with marketplace standards.

**C. Other**

Eileen discussed the East Beach allocation in our budget and possibly changing it. John and Joe agreed that simplifying things would be best.

Eileen also asked about the SAGE Center budget allocation. Joe said they'd like to see it as its own enterprise and John and Kelly agreed, especially with moving into a new era with the center.

**VII. STAFF REPORTS**

**A. Project Updates** – Jacob and Mark gave updates. Marine Drive is now open as promised. We have the UP letter signing off on the project and the bridge has passed inspection. The airport is still moving forward. There is still lighting to finish but will be delayed until utilities are ahead. The distribution building will go to bid next week. Winter storage lagoons are moving along. Mark reported we have certificate of occupancy on the SAGE Event Center and the grand opening is this Friday. Mark also remarked regarding the Marine Highway T1 grant. Jacob talked about the Gar Swanson Road extension. There was a discussion about high, wide, and heavy loads. Lisa commented regarding cattle on airport property, which was part of a construction contractor's need for grubbing the property and not a grazing lease.

**B. Maintenance Update** – Erika showed photos of various projects, including the SAGE Event Center, Airport, Farms 3/5, BUILD, and a transformer move at Terminal 3, while Mark, Jacob, Lisa, and Anna provided comments.

**C. Financial Update** – Eileen gave the financial report while the commission reviewed the packet information.

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

**E. Other**

No other reports were discussed at the time.

## VIII. OTHER REPORTS

**A. WCVEDG** – Kim Coil gave the update for WCVEDG.

**B. BCDA** - none

**C. ICABO** – Joel didn't have any big news. The septic system project is still progressing.

**D. Other**

There were no other reports.

**IX. FOR THE GOOD OF THE ORDER** – none

## X. UPCOMING EVENTS:

November 15th 5:30pm SAGE Center Event Center Grand Opening

November 20<sup>th</sup> 11AM/12PM POM Employee Thanksgiving Luncheon

December 11th 1:30pm POM Regular Commission Meeting

*\* The meeting was changed to December 4 at 1:30 PM due to Lisa and Mark being in DC..*

December 13th 5:30-8:00pm POM Employee Holiday Party

## XI. EXECUTIVE SESSION

Joe read the executive session statement as written below and recessed the open session at 3:33 PM.

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. At the end of the executive session, we will return to open session and welcome the audience back into the room in-person and open the public virtual Zoom Meeting link again.

**A. For the Purpose of Consideration of Deliberations with the Port’s Executive Director and Other Staff Members Who Have Been Designated by the Port to Negotiate Transactions Related to the Sale or Lease of Real Property – ORS 192.660 (2)(e)**

**B. For the Purpose of Consultation with Counsel Concerning the Legal Rights and Duties of a Public Body with Regard to Current Litigation or Litigation Likely to be Filed – ORS 192.660 (2)(h)**

Joe reconvened the open session at 5:14 PM. Joel Peterson was not present.

Kelly moved to authorize Lisa to continue negotiations and enter into purchase and sale agreements with both Mike Mull and Jay Coil. John seconded the motion. There was no further discussion. The motion passed unanimously by the commissioners in attendance. Joe noted that Commissioner Peterson was not present for the second session.

Lisa mentioned NextEra and the service fee. Lisa stated that project is a SIP agreement and did not know if the additional fees were through the county. There have been several meetings with legislators to remove ports from SIP agreements statewide. She doesn’t feel that it’s appropriate if the project is within the port district. There are 6 or 7 across the state where this legislation would apply. She sees this as an opportunity for the county and port to work together for common good projects, whatever they might be, like water projects.

Joe adjourned the meeting at 5:21 PM.

Submitted by:

  
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Joe Taylor, Commission President

  
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Lisa Mittelsdorf, Executive Director

**PORT OF MORROW**  
**Regular Commission Meeting**  
**November 13, 2024**

**SIGN-IN SHEET**

NAME PLEASE PRINT	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
<i>Jarvis Pettigrew</i>	<i>City</i>		
<i>Walter Timmons</i>	<i>Banner Bank</i>	<i>509-735-0831</i>	

