

**Regular Commission Meeting
November 9, 2022 – 1:30 pm
2 Marine Drive, Boardman, Oregon 97818**

I. CALL TO ORDER AND INTRODUCTIONS

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

Commissioners Present: Rick Stokoe, Marv Padberg, Joe Taylor, and Jerry Healy
John Murray attended via Zoom.

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

Visitors Present: Chelsea Hewitt, Torrie Griggs, Cielo Munoz, Debbie Pedro, Don Russell, Karen Pettigrew

By Zoom Meeting: (Staff) Tim Patton
(Guests) Greg Smith, Ryan DeGrofft, Kirby Garrett, Aaron Palmquist, unidentified iPhone

II. CONSENT AGENDA

A. October 11, 2022, Regular Commission Meeting Minutes

Marv made the motion to approve the consent agenda items. Joe seconded the motion. No further discussion was had. The motion passed unanimously.

III. LEGISLATIVE UPDATES

A. State – Greg Smith gave an update on legislative affairs for the state. All indications are that Tina Kotek will win the governor’s race. It’s probable that the republican seats have gained enough seats to block a super majority. There are many new members being elected. He thanked District 57 voters for their support. He voiced his support for the Port of Morrow and Lisa. Rick thanked Greg for his service and everything he has done for the Port.

B. Federal – Kirby gave an update for the federal level politics. He mentioned that races have been closer than originally expected and some results are still being tallied. He gave an update on the talks with the EPA regarding the WIFIA loan program for infrastructure updates. Lisa thanked Kirby for setting the meeting up. She said now that the election has passed, we will be moving forward with setting up appointments to explore additional grants and loans.

Audit Report - Chelsea Hewitt presented the audit report from Connected Professional Accountants, Inc. She mentioned that the format has changed, but they had a clean report for the Port with no issues arising from the audit. The commission did not have any questions for Chelsea.

IV. OLD BUSINESS

A. Bylaws Subcommittee Update – Joe said they made some changes. They received a copy from Sam at 12:45 PM today and they haven't had a chance to review it. Lisa suggested they wait until the next meeting to approve the bylaws, so they have time to read the new copy from Sam.

B. Policy Update – Employee Credit Card Use Policy

Brandy stated that Eileen followed up with the ethics commission and she summarized the updates that were made to the policy. There was an extended discussion about the policy by everyone.

Jerry made the motion to approve the Employee Credit Card Use Policy, which would be Resolution 2022-13. Marv seconded. No further discussion was had, and the motion passed unanimously.

C. CDA Update – Debbie Pedro presented an update regarding the CDA process. The MOA is complete. A letter of credit should be available within 30 days. These two items and a promissory note will go back to the Army for signing. The process should be complete around the end or beginning of the year. Many companies have been interested in developing on the property. CDA has signed an IGA with ODOT for road construction. The CDA board decided to use the \$7 million to create the road from Westland Road onto the property. There was further discussion regarding the road, ownership, and maintenance. She stated there are additional stipulations for the transfer that need to be completed within 18 months of the transfer.

D. Other

No other old business was discussed at the time.

V. NEW BUSINESS

A. New Leases – Lisa commented that there are no new leases. There has been one extension for another 3 months for Joe Nash.

B. Audit report – *The Audit report was moved after the legislative updates on the agenda by the consent of the commission.*

C. Other

No other new business was discussed at the time.

VI. STAFF REPORTS

A. Project Updates

- **B.U.I.L.D.** – Jacob Cain gave an update. We are moving forward to bid on the project. The bid has been extended until November 22. Lisa said we are working through a modification request with MARAD due to all the delays that have happened to date, but we hope to still finish on time.

B. Maintenance Update – Erika showed photos while Tim gave an update for the projects, which included the digester, water tanks, well 4 and the south lift pipeline, tidewater housing, and windmills arriving by rail. Photos also included SAGE Saturday and the new AWS exhibit and Workforce Development events.

C. Financial Update – Jason presented the financial update. Eileen added a few additional comments regarding items in the packet.

D. Usage Reports – The commission reviewed the usage reports and discussed.

E. Other

No other staff reports were discussed at the time.

VII. OTHER REPORTS

A. Willow Creek Valley Economic Development Group / Heppner Chamber – None present

B. Boardman Chamber Update / BCDA – Torrie included a report in the packet but added that the trunk or treat was a big success. She reported that BCDA has gone out for bid on the Columbia Ave. walking path. There should be a construction meeting next week for the project.

C. City Updates

Aaron Palmquist from Irrigon said that he has nothing to report.

Karen Pettigrew from Boardman stated that they're starting the search for the new city manager. She said they are also looking to fill several other positions.

D. County Updates – Don Russel gave an update for the county. County election results have been posted. They're also searching for a new administrator. Rick thanked Don for his service as a county commissioner and all that he's done over the years to make the county a better place to live.

E. Other – There was nothing else.

VIII. FOR THE GOOD OF THE ORDER

IX. UPCOMING EVENTS:

December 1	11am-1pm	POM Employee Luncheon
December 9 & 16	5:30-8:30pm	POM Holiday Dinner
December 14	1:30pm	POM Regular Commission Meeting
February 10-12		SDAO Annual Conference (Sunriver)

Rick recessed the meeting at 3:11 pm. Executive session under **ORS 192.660 (2)**, started at approximately 3:21 pm. There being no further business, the Regular Commission meeting adjourned at 4:46 pm.

X. EXECUTIVE SESSION

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 in-person. 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 not return to open session since no decision will be made.

- 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)**


Next Resolution 2022-14

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Brandy Warburton @ (541) 481-7678.

Submitted by:

A handwritten signature in black ink, appearing to read "Rick Stokoe", written over a horizontal line.

Rick Stokoe, Commission President

A handwritten signature in blue ink, appearing to read "Lisa Mittelsdorf", written over a horizontal line.

Lisa Mittelsdorf, Executive Director

PORT OF MORROW

Regular Commission Meeting

November 9, 2022

SIGN-IN SHEET

NAME PLEASE PRINT	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
Anna Brunne	POM		
Tome Griggap	SAGE		
Cielo Munoz	SAGE	(541) 720 8842	cielo.H.F@icloud.com
Karen Pettigrew	city		