

**Regular Commission Meeting
December 11, 2019 – 1:30 pm
2 Marine Drive, Boardman, Oregon 97818**

I. PORT TOUR – 12:00PM

A tour of the port and the on-going projects were shown to the Commissioners.

II. CALL TO ORDER AND INTRODUCTIONS

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

Commissioners: Jerry Healy, Joe Taylor, Rick Stokoe, and John Murray. Marv Padberg joined in by phone conference.

Staff: Ryan Neal, Lisa Mittelsdorf, Eileen Hendricks, Mark Patton, Tim Patton, Miff Devin, Marcine Brangham, Andrea Orcutt, Erika Lasater and Brandy Warburton

Guests: As listed on sign-in sheet

III. APPROVAL OF MINUTES –November 13th Regular Commission Meeting Minutes

John moved to approve the November 13th Regular Commission Meeting minutes. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

IV. OLD BUSINESS

A. Audit Report

Mike Poe, CPA from Connected Professional Accountants LLC, presented our annual audit report to the Commission. Our financial statement was good, and no issues or concerns were raised.

Joe moved to accept the annual audit as presented. Rick seconded the motion. No further discussion was had, and the motion passed unanimously.

B. East Beach Unit Train Expansion

Mark reported that Ron McKinnis is working on the plans to resubmit to U.P. by the end of the week after changes were made. Mark is hoping that excavation can start by the first of the year.

C. MARAD Grant Application

Lisa reported that we are awaiting the response on whether our application has been accepted or not. Kirby Garret believes an answer will come in the first part of January.

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

Lisa reported that all the changes have been made on the grant agreement and our consultant will be getting it back to the MARAD staff. Once it's approved then it will go in the grant application documents.

E. Warehouse Expansion Update

Mark reported that the refrigeration equipment is going in now as well as the racking. Our crews are framing two offices for both Operations Managers (Scott Neal and Jeff Montgomery) to be on the dock and closer to the employees. Mark is planning on temporary occupancy being January 2nd and to start accepting product on January 13th.

F. Early Learning Expansion

Mark reported that he got the GeoTech report back and now material needs to be removed from the site and compacted to spec. The plans should be done by the end of the year and it will go out to bid the first of the year.

G. New South Lift Station

Tim reported that the tanks are in the ground and he's still waiting on the valves and manifolds to arrive, which should be in February. Erika showed pictures to the group of the progress.

H. Heppner Update

Ryan reported that he has received a breakdown of costs for the project as follows:
Task #1 - \$17,000 - Site Investigation/Data Gathering
Task #2 - \$35,000 - FEMA CLOMR
Task #3 - \$26,000 - Design Drawing and Technical Specifications
Task #4 - \$19,000 - Completing Map Revision

Ryan recommends that since this is a long-term project we should pay as we go. John will ask WCVED to consider helping with funding in the future. Eileen reported that we had received \$1500 from a Heppner area foundation to go towards the costs of the project.

Rick moved to approve moving forward with the project and not to exceed \$97,000 over a 4-year period. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

I. SDAO Board Self-Assessment

Eileen reported that Rob Mills from SDAO sent the results from the Board Self-Assessment and they are in the packets for all to review. Eileen will report back to SDAO that the documents were reviewed by the Commission and updates will be made to our job descriptions per their recommendation.

J. Mader/Rust Reuse Expansion

Mark reported that the two bid packets are out now for materials, pumps and pipe and electrical and manifolds. There will be no sub-contractors on this project. It will all be done in-house with our employees.

Miff reported that he submitted his questions to DEQ today. His goal is to have the well drillers here by spring.

K. IGA- Orchard Winds Community Service Fee

Jerry reported on the meeting that was held last month in Heppner. They agreed to prorate the SIP money based on the stakeholder's share. Morrow County opted out of receiving money. The Port of Morrow is a minor stakeholder in the agreement.

John moved to approve the IGA for the Orchard Winds Community Service Fee. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

L. Legislative Updates

Kirby Garret, consultant with CFM Strategic Communications in Washington, DC, presented a power point to the group. The presentation included an overview of projects including the B.U.I.L.D. Grant, MARAD Project Designation for the Port, a possible lease on the adjacent property with the Corps of Engineers and BIA, and a final transfer of the Umatilla Chemical Depot property. He also updated the group of the impeachment proceedings of President Trump and Congressman Greg Walden's retirement announcement.

M. Other

No other old business was discussed at the time.

V. NEW BUSINESS

A. Resolution 2019-23 Updated Employee Handbook

Brandy gave the Commissioners a bullet point document that outlines the changes from the old handbook to the new handbook. The goal of the updated handbook was to combine the Warehouse's current handbook and the Port's current handbook into one handbook for the entire Port of Morrow personnel. There were a few updated laws that needed to be added as policy as well.

John moved to approve Resolution 2019-23, Updated Employee Handbook as presented. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

B. January Commission Meeting Date Change – 1/15/20

Jerry asked the Commission to change next month's Regular Commission Meeting to January 15th instead of January 8th. No concerns were raised, and the new meeting date of January 15th was accepted.

C. Policy Review/Update - #4, Resolution 2019-21 Contract Review Policy

Eileen explained that the update includes the change of reference from "General Manager" to "Executive Director" and adding the line "are applications for grants or funding opportunities."

Joe moved to approve Resolution 2019-21, Contract Review Policy. John seconded the motion. No further discussion was had, and the motion passed unanimously.

D. Policy Review/Update - #18, Resolution 2019-22 Public Contracting Rules Policy

Eileen explained that the update, again, changes the reference from "General Manager" to "Executive Director" and increases the amount of direct appointment of personal services contract from \$100,000 to \$200,000.

Joe moved to approve Resolution 2019-22, Public Contracting Rules Policy. Rick seconded the motion. No further discussion was had, and the motion passed unanimously.

E. Other

No other old business was discussed at the time.

VI. STAFF REPORTS

A. SAGE Center Update

Lisa Patrick was in Roseburg for REAL Oregon, so Andrea Orcutt reported on the SAGE Center's recent activities including the number of recent visitors and where they were from. Winter Market was held the first weekend in December and was successful with an increase in visitors from last year. The holiday light show is running now and will continue until the new year. The new Education Coordinator, Raeanne Slaght started on January 2nd and is doing well.

B. Warehousing Update

Marcine reported on the numbers for the warehouse facilities for the month of November which were up from last year at this time. The warehouse is at 80% capacity currently. She received reports from Lamb Weston and scored well on both, 99.8% on accuracy and 100% on overage, shortage and damaged product. Jessica and Scott will be attending the WFLO training program soon in Phoenix.

C. Workforce Training Update

Kalie was not in attendance, so Ryan reported on her recent activities including the Columbia Works Internship Program and the high school internship program which are both going well.

D. Maintenance Shop Update

Tim reported on the maintenance shop's recent activities including the new south lift, expansion of the freezer warehouse, Heppner mill site, landscaping at Boardman Foods, Christmas lights around the Port and the scraper rebuild. Miff explained the new automation and tank alarms that he's been working on.

E. Communications Update

Erika updated the group on her activities for the past month including the winter newsletter which is out now, new business cards with an updated look, a brochure for BCDA and a slide show for the upcoming holiday party. She also showed the group a drone video of the warehouse expansion project.

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.

Jerry recommended that we keep the existing short form investment policy and not change to the longer version. All Commissioners agreed to keeping the short form version.

Eileen also reminded the Commissioners about the upcoming SDAO Annual Conference in Seaside, Oregon on February 6th-9th. Registration is open now. She suggested that the staff should try to attend the Ethics training that is being offered on Friday.

Ryan let everyone know that PNWA in Washington DC got moved to a week earlier this year. It is March 1st-5th and registration should be open soon.

VII. OTHER REPORTS

A. Willow Creek Valley Economic Development Group

Sheryll Bates was not in attendance.

B. Boardman Chamber Update

Torrie Griggs reported on the Chamber's upcoming activities including the monthly luncheon and some possible changes to it which might include a round table session. The next business education meeting will feature HR Answers on January 23rd. The Community Awards Banquet is on February 14th and the deadline for nominations is January 10th.

BCDA has had 273 total grants awarded since November of 2014 in the Home Buyer's Incentive Program.

The Business Grant has paid out \$208,000 so far.

She showed the group pictures of the new updated signs that are going up around Boardman.

C. Other

Karen reported that the City of Boardman has received their population report from Portland State University and the total population is now 4990.

Upcoming events –

1/15	1:30pm	Port of Morrow Regular Commission Meeting
2/6-9		SDAO Annual Conference - Seaside
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 3:10 pm. The commissioners came out of executive session at 4:15 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
December 11, 2019

SIGN-IN SHEET

NAME PLEASE PRINT	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
Torie Grigg	Chamber		
Mike Poe	Connected Professional Accountants		
Chelsea Hewitt	Connected Professional Accountants		
Karen Pettigrew	City		