

**Regular Commission Meeting  
December 8, 2021 – 1:30 pm  
2 Marine Drive, Boardman, Oregon 97818**

**I. CALL TO ORDER AND INTRODUCTIONS**

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

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

**Staff Present:** Ryan Neal, Lisa Mittelsdorf, Mark Patton, Kalie Davis, Kim Rill, Erika Lasater, Jason Hendricks, Jeffrey Hampton, Jacob Cain and Brandy Warburton

**By Zoom Meeting:** Tim Patton, Miff Devin, Pat Tolar, Andrea Orcutt, and Marcine Brangham

**Visitors Present:** Torrie Griggs and Karen Pettigrew

**By Zoom Meeting:** Joanna Lamb, Greg Smith, Debbie Radie, Wendy Neal, Mike Aldritt, Kirby Garret, and Dawson Quinton

**II. CONSENT AGENDA**

**A. November 10<sup>th</sup> Regular Commission Meeting Minutes**

**B. Port of Morrow Comprehensive Crime Policy**

Jerry moved to approve the consent agenda items. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

**III. LEGISLATIVE UPDATES**

**A. State**

Representative Greg Smith reported that Ian Galloway, VP and Regional Executive of the Portland branch of the Federal Reserve Bank in San Francisco, would like to come take a tour of the port on April 18<sup>th</sup> and analyze the economic impact that the port has on the State of Oregon.

He also reported that a special session will convene on Monday, and he will keep in touch with any information that will impact the port.

**B. Federal**

Kirby Garret reported that the \$1.2 Trillion Infrastructure bill was passed by congress recently. The funding will be spread out over 5 years and managed by D.O.T. Kirby gave a brief overview of possible opportunities for the funding. Congress also passed stop gap funding to avoid a government shutdown and are trying to address the debt ceiling. The next round of ear marks for the appropriations committee are due by February 2022 and he will be meeting with Ryan, Mark and Lisa next week to discuss our projects for possible submittal.

**IV. OLD BUSINESS**

**A. Other**

No other old business was discussed at the time.

**V. NEW BUSINESS**

**A. COVID-19 Update**

Brandy reported on the recent updates for COVID -19 including the lifting of the outdoor mask mandate in our state and the stay on the federal vaccine mandate until it has made its way through the court system. Oregon OSHA has also said they will not adopt a rule or enforce the vaccine mandate until the stay has been lifted.

**B. Policy Update – Guidelines for an Appointment to Commission Vacancy**

Brandy reported that the current policy is in the packet for their review and the only suggestion that she could think of would be to add in notification on social media since we currently notify for any open positions on social media. Discussion was had by all on the need for adding in social media to the notification process or not and it was decided to leave the policy the as is for now.

**C. Renaming of Port Annex Building**

Ryan explained that this is the Tidewater / Barenbrug building and he's suggesting for consistency's sake, that we rename it to reference the Port and not a customer that might be in the building at the time. He suggested Dan Creamer Administration Building to the group as a possible name. Discussion was had by all on the name suggestion and all commissioners agreed to Ryan's suggestion.

**D. GIS Report**

Jeffrey Hampton, POM GIS Technician, showed a map and explained all the work he's been doing on our GIS (Geographic Information Systems) to the group. The idea is to have all the information tracked and easily accessible to everyone for all projects. Jacob pointed out a few key points as well to the group.

**E. Other**

No other new business was discussed at the time.

**VI. STAFF REPORTS**

**A. Grant Update**

• **B.U.I.L.D.**

Jacob reported that the design for the bridge is complete and he's hoping to have the bid date before Christmas. He expects to resubmit 100% approvals to U.P. this week.

Lisa reported that we submitted a request for payment to MARAD recently.

**B. Project Updates**

- **SAGE Center Addition**

Erika showed pictures of the final conceptual design to the group as Mark explained the changes to the group. He's hoping for construction documents by the end of February to go out to bid.

- **Digester**

Mark reported that the contractor is done for the year and the spark test didn't get done because of the weather but they plan to come back in March.

- **Community Projects**

Nothing new to add to the current list of projects.

**C. Financial Update**

Jason reported on the financials for the month of November to the group.

**D. SAGE Center Update**

Torrie went over the number of visitors for the month of November and the upcoming activities at the SAGE Center that was included in the packet including, Ribbon Cutting for the Think Big Space, movie night, FFA canned food drive competition and an OHA vaccination clinic. Erika showed pictures of the various events to the group.

**E. Warehousing Update**

Marcine reported on the numbers for month of November for the warehouse. The cooler is at 92% capacity, the dry storage is at 98% capacity and the warehouse is at 95% capacity. They finished cycle counts for Lamb Weston and the rail cars have been improving slightly. Jessica and Travis are attending the WFLO training in Arizona in January. She reported that staffing continues to be an issue and the crews are working long days to make up for the shortage.

**F. Workforce Training Update**

Kalie reported on her and Kim's recent and upcoming activities including ribbon cutting for Think Big Space, a wage and benefit study of industries in the port, Columbia Works Internship program, PerryTech recruiting trip, EOU Employer Expo and a school group trip. Discussion was had on the wage and benefit study that she gave a copy of to the group.

**G. Maintenance Shop Update**

Erika showed pictures while Tim explained them to the group of some of the current project's progress.

- **Flex Space Building**

Added stairs to add storage space to the building.

- **Riverfront Center**  
Added a concrete pad and fencing for a second enclosed dumpster.
- **Barenbrug Building**  
Remodel in progress to move our Workforce training and Communications office to that building.
- **New South Lift Station and Line to 41 Station**  
They started receiving the pipe right after Thanksgiving and it should all be here by the end of December.
- **Heppner Update / Heppner Flood Plain**  
They got all the holes dug for Anderson Perry to do the flood plain report.
- **East Beach Utility Improvements**  
Done
- **Well 1 Remodel**  
Bill's crew will be starting soon on the building.

#### **H. Communications Update**

Erika showed pictures of her recent activities including Ladies' Night at the SAGE Center, Think Big Space ribbon cutting, Community Tree Lighting at the SAGE Center, various graphic design projects and the newsletter is headed to print.

#### **I. Golf Course Update**

Pat reported on the numbers for the month of November which were 236 rounds of golf, of which 82 were paying customers, 135 were members, and 19 were POM employees. Weather is definitely causing the course to slow down in business.

#### **J. New Leases**

Lisa reported that she is finishing up the documents for an amendment to the solar lease at the airport property and she has a potential tenant for 8000 square feet of the sawmill.

#### **K. Usage Reports**

Staff reports on water and rail usage were reviewed and discussed. Ryan pointed out that we are significantly down on freshwater usage because the Boardman West plant was down for maintenance for two weeks and he also reported that the rail tariff should start trending upwards soon.

#### **L. Other**

No other staff reports were discussed at the time.

**VII. OTHER REPORTS**

**A. Willow Creek Valley Economic Development Group / Heppner Chamber**

No representative was available for an update.

**B. Boardman Chamber Update / BCDA**

Torrie reported on some upcoming activities including a paint night, chamber luncheon with Boardman Fire Chief as the guest speaker, Chamber After 5, Giving Tree with 83 kids, annual awards banquet and the holiday light contest.

BCDA is closing out the end of the year and planning for 2022. For the 2021 year, they invested close to \$1 million dollars to the community of Boardman.

**C. City Updates**

Karen Pettigrew, Boardman City Manager, reported that they have hired Kittelson and Associates to do a traffic study in various areas of the city so that they can decide how to deal with the traffic issues. Bailey Park subdivision was initially going to be a Palm Harbor homes exclusively but is now going to be stick built homes due to supply chain issues with Palm Harbor. The city will be installing new streetlights soon and changing some to LED lights and they have come to an agreement with the county on the building official program. She also wanted to remind everyone about the meet and greet on December 15<sup>th</sup> for the final candidates for the new Deputy City Manager position.

**D. County Updates**

No County updates were given at the time.

**E. Other**

Ryan reported that December 17<sup>th</sup> is the next CREZ II meeting where they will be discussing disbursement of funds and the public is invited.

Mark reported that pipe costs have gone up more than four times the amount of what it used to be in the last couple of months.

Ryan also reported that Kristen Miera from PNWA is changing jobs and will be working for American Cruise Lines as their lobbyist.

**VIII. FOR THE GOOD OF THE ORDER**

**IX. UPCOMING EVENTS:**

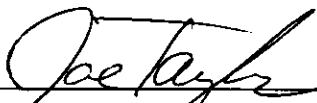
December 23-24 <sup>th</sup>		POM Office closed for the Christmas Holiday
December 31 <sup>st</sup>		POM office closed for New Year's Holiday
January 12th	1:30pm	POM Regular Commission Meeting
February 10-13 <sup>th</sup>		SDAO Annual Conference / Eugene

**X. EXECUTIVE SESSION**

The meeting was recessed at 3:10 pm. Executive session started at approximately 3:17 pm under ORS 192.660 (2)(e) 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. There being no further business, the Regular Commission meeting adjourned at approximately 3:42 pm.

Submitted by:

  
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Rick Stokoe, Commission President

  
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Joe Taylor, Commission Vice-President

**PORT OF MORROW**  
**Regular Commission Meeting**  
**December 8, 2021**

**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>
KARW Rettigrew	City		
Tornie Greys			