

**Regular Commission Meeting
November 14, 2018 – 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, Rick Stokoe, Larry Lindsay, Joe Taylor and Marv Padberg

Staff: Ryan Neal, Lisa Mittelsdorf, Kalie Davis, Ron McKinnis, Tim Patton, Erika Lasater, Marcine Brangham, Lisa Patrick, Jacob Cain and Brandy Warburton

Guests: As listed on sign-in sheet

II. APPROVAL OF MINUTES –October 9th Regular Commission Meeting Minutes and October 24th Special Commission Meeting Minutes

Marv moved to approve both the October 9th Regular Commission Meeting minutes and the October 24th Special Commission Meeting Minutes. Rick seconded the motion. No further discussion was had and the motion passed unanimously.

III. OLD BUSINESS

A. Well 5 Update

Jacob reported that all bids have been awarded and they plan to start construction of the pump house at the beginning of the year.

B. Other

No other old business was discussed.

IV. NEW BUSINESS

A. East Beach Unit Train Expansion

Ryan reported that bids are open for the supplies and materials and are due by 11/29/18. Bids for labor and equipment are due on 12/13/18. Our crews have started moving dirt around and have a goal of 3500 to 4000 yards a day. We are waiting on the build grant to be awarded before we can officially start on the project, which should be around Thanksgiving.

B. Annual Audit

Mike Poe, the auditor from Lewis, Poe, Moeller, Gunderson and Roberts LLC, reported on the Port's annual audit for the Commission. Everything went well and there were no problems to point out. He did say that he is working with our staff on making new rates to charge for equipment. He briefly explained GASBY 75 to the Commission and showed where they could read more about it in the report that he presented.

Joe moved to approve the Annual Financial Report as presented by Mike Poe. Marv seconded the motion. No further discussion was had and the motion passed unanimously.

C. Other

No other new business was discussed.

V. STAFF REPORTS

A. SAGE Center Update

Lisa reported on the number of visitors for the month of October and the various activities that they attended at the SAGE Center. Winter Market is scheduled for 11/30 & 12/1 and has 32 vendors that will be participating in it. The SAGE center also recently received the recognition of the “101 Best Tourist Destinations” for the second year in a row. And AWS is in the process of submitting a proposal to their top level executives to get approval of a possible exhibit in the SAGE. She will update the group when she receives more information from them.

B. Warehousing Update

Marcine reported on the numbers for the warehouse facilities for the month of October, which was the best month ever as far as pounds moved. Space was an issue for them this month. The new drop trailer program is up and running now. They have had a few issues with it and are working on making improvements.

C. Workforce Training Update

Kalie will be in Salem on Monday, 11/19 to discuss the teacher externship program that they started this year as a pilot program for the area. She’s hoping to expand the program in the coming years. She’s also starting to plan for her Perry Tech recruitment trip in January. Last year’s trip was successful in getting several jobs filled in the area with recent Perry Tech graduates. Last year at this time there was 174 positions available in the port. Currently, there is roughly 102 positions available. The pre-k pilot program that she’s been working on will start in June of 2019.

D. Maintenance Shop Update

Tim gave an update on the current projects completed and in progress which included the community kitchen in Heppner, Ione community fitness center, Cadman site, Windwave site, port Christmas lights, east side shop clean-up, digester site and the new shop behind the current shop site. Erika showed pictures to the group of some of the projects.

E. Communications Update

Erika showed photos of various projects and programs going on around the Port to the group. She also showed a completed video of the teacher externship program.

F. Usage Reports

Staff reports on water usage were reviewed and discussed.

F. Other

Tim updated the group on the Madison pond project. The leak on the small pond has hopefully been repaired. The liner company brought in equipment to detect the leak and were unsuccessful in finding anything so they put a large patch over the area.

Lisa reported that she really had no update on the Corps land.

VI. OTHER REPORTS

A. Willow Creek Valley Economic Development Group

Sheryll Bates reported that they have cleaned up the land that they purchased for the duplex and Alstott Construction will be starting construction soon.

The Housing Rehab program currently has 11 homes in the program with several more homes in the application process. They have paid out almost \$95 thousand so far from the program.

Kim Cutsforth is working with the Port of Morrow on an incubator project of a community kitchen. They have held a few informational meetings on the project so far.

B. Boardman Chamber Update

Keri Heideman reported on the Chamber's activities including the community Thanksgiving meal, the shop local program, community tree lighting on 12/4 and the City Council meeting will be on 12/4 at 7:30.

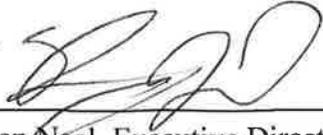
C. Other

Karen Pettigrew reported that the City has recently poured concrete sidewalks on Olson and are hoping for warmer weather to pour more concrete sidewalks.

Upcoming events –

12/12/18	1:30pm – Port of Morrow Regular Commission Meeting
2/8-2/10/18	SDAO Annual Conference

The meeting was recessed at 2:44 pm. Executive session under **ORS 192.660**, started at approximately 2:49 pm. The commissioners came out of executive session at 3:49 pm and there being no further business the Regular Commission meeting adjourned.



Ryan Neal, Executive Director



Jerry Healy, Commission President

PORT OF MORROW

Commission Meeting

November 14, 2018

SIGN-IN SHEET

NAME PLEASE PRINT	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
Mike Poe	Lewis, Poe, Moeller Gundersen & Roberts		mpoe@lagrandecpa.com
Sheryl Bates	WCVT-6		
Karen Pettigrew	Boardman		