

**Regular Commission Meeting
October 9, 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: Gary Neal, Lisa Mittelsdorf, Eileen Hendricks, Ryan Neal, Mark Patton, Kalie Davis, Ron McKinnis, Miff Devin, Tim Patton, Erika Lasater, Marcine Brangham, Lisa Patrick, Michael Boeshans and Brandy Warburton

Guests: As listed on sign-in sheet

II. APPROVAL OF MINUTES –September 12th Regular Commission Meeting

Rick moved to approve the September 12th Regular Commission Meeting minutes. Joe seconded the motion. No further discussion was had and the motion passed unanimously.

III. OLD BUSINESS

A. Well 5 Update

Mark reported that bid advertisement was posted on October 8th for the electrical portion of the project.

B. Other

No other old business was discussed.

IV. NEW BUSINESS

A. BPA Authorized Signatures

Eileen explained that currently all BPA transactions allow three authorized signatures. These three individuals could be different on different transactions. This notice would allow all Commissioners, as well as Ryan, to sign on all transactions.

Marv moved to approve the proposed Notice of Authorized Representatives for all BPA bond issues and related matters. Joe seconded the motion. No further discussion was had and the motion passed unanimously.

B. East Beach Industrial Park Rail Expansion Project – Grant Agreement

Ryan explained that this is an agreement between ODOT and the Port as part of the Connect Oregon Grant. It has the same language as our previous agreements with ODOT.

Rick moved to approve the Grant Agreement with ODOT for the East Beach Industrial Park Rail Expansion Project. Joe seconded the motion. No further discussion was had and the motion passed unanimously.

C. CREZ Board Member Replacement

Ryan explained that this is just the formal process of replacing Gary as a CREZ Board Member with himself. It would also give Ryan, Gary's vote on the Board.

Joe moved to approve replacing Gary with Ryan on the CREZ Board. Marv seconded the motion. No further discussion was had and the motion passed unanimously.

D. PNWA Board Member Representative

Ryan explained that this again is just the formal process of replacing Gary as a PNWA Board Member with himself.

Rick moved to approve replacing Gary with Ryan on the PNWA Board. Joe seconded the motion. No further discussion was had and the motion passed unanimously.

E. Other

Gary mentioned that he should be replaced on the CDA Board as well by Ryan.

Joe moved to approve replacing Gary with Ryan on the CDA Board. Rick seconded the motion. No further discussion was had and the motion passed unanimously.

V. STAFF REPORTS

A. SAGE Center Update

Lisa reported that the Harvest Festival had a good turn out and they have a few ideas for improving next year. They will be attending several farm and ag shows coming up this fall in the surrounding areas. Andrea is pushing Travel Oregon for signage to be completed soon for the Welcome Center. AWS is ready to start talking with the SAGE Center about being a part of the exhibits.

B. Warehousing Update

Marcine reported on the numbers for the warehouse facilities for the month of September. She also explained that they have been working with BJK and Medelez Trucking on a "drop trailer" program that will start on October 30th and would give the warehouse more flexibility with the loading times with no additional costs to the warehouse.

C. Workforce Training Update

Kalie reported on the second annual manufacturing day that was held last week. She had a few issues with students that signed up but didn't actually show up and is working on a solution for that. But overall the day was a success.

The pre-k pilot program that she is working on with several other community people, met recently with Three Mile Canyon Farms and they agreed to donate half of the remaining shortage for the program. She's hoping Beef Northwest will pick up the balance of the shortage.

D. Maintenance Shop Update

Tim gave an update on the current projects completed and in progress which included the community kitchen, well 2 remodel, clean-up by slip 1, airport clean-up, a new shop building and clean-up at the mining site. He will be going to an auction later this week to look at kitchen stuff. Maintenance crews have started winterizing all buildings. Erika showed pictures to the group of some of the projects.

E. Communications Update

Erika reported that the newsletter is being finalized this week and should be mailed out by the end of October. She is working on a video for the teacher externship program and hopes to finalize it soon. She showed photos of various projects and programs going on around the Port to the group.

F. Usage Reports

Staff reports on water usage were reviewed and discussed.

F. Other

Eileen introduced Michael Boeshans as the new Assistant Controller at the Port.

Ryan reported on the Grow Ione Project that the Port had loaned some money to in the past and currently has about a \$26,000 balance. He suggested a loan forgiveness to the project and write off that balance.

Jerry moved to approve the loan forgiveness to the project and adjusting the balance owed to zero. Marv seconded the motion. No further discussion was had and the motion passed unanimously.

Lisa M. reported on the recent Washington DC trip that she, Gary and Mark took and which representatives they had meetings with. They are also working on getting the Port designated as a marine highway project for future grants with the State. The designation must be approved by the end of the year and Lisa is working with Kirby, our consultant, on the next step.

Portland General Electric has been paying the Port \$29,500 a year for 20 years for a bond payment. They have called that bond in so we will no longer be receiving that payment annually.

Eileen gave the Commissioners a copy of the draft of the Port's audited financial statements to review. Our auditors will be here at the next Commission meeting to deliver the final report. Eileen will not be in attendance for that meeting.

Eileen reported that the Port received the funding from the SPWF finance (pipeline project) and she will pay off the short-term loan soon with those funds.

VI. OTHER REPORTS

A. Willow Creek Valley Economic Development Group

Sheryl Bates reported that they have asbestos issues on both pieces of property that they purchased in Heppner for a duplex. They are hoping for the end of October start date on construction.

The Housing Rehab program currently has ten homes in the program with several more homes in the application process. They have paid out almost \$60 thousand so far from the program and they recently added \$40 thousand more. They have two houses that are completed.

The Business Enhancement program currently has two businesses in the program. They are in the process of revamping the program to make it clear on the rules and exclusions of the program and they will keep the program open as long as they have funds in that account.

B. Boardman Chamber Update

Keri Heideman reported on the Chamber's activities including the job shadow/career day and luncheon on the 17th, "Train the Trainer, Work Ethics" seminar by Josh Davis on the 25th at the SAGE Center and two different Halloween activities in the area. November's monthly luncheon will be rescheduled to a week earlier on the 14th because of Thanksgiving and Gary will be the guest speaker. Keri also hired an assistant, Kelsey who started earlier in the week.

C. Other

Karen Pettigrew reported the City has had some pipeline issues that they are working through.

Don Russell reported that he is going to Washington DC this week to have lunch at the White House and take part in a four hour meeting. He also started a discussion on enterprise zones and how some entities in the special districts were wanting to opt out of the enterprise zone and what the pros and cons of that are.

Upcoming events –

10/10-10/12/18	PNWA – Vancouver, Washington
10/24/18	5:30pm – City, County, Port Meeting
11/14/18	1:30pm – Port of Morrow Regular Commission Meeting
2/8-2/10/18	SDAO Annual Conference

The meeting was recessed at 2:46 pm. Executive session under **ORS 192.660**, started at approximately 2:53 pm. The commissioners came out of executive session at 4:01 pm and there being no further business the Regular Commission meeting adjourned.



Ryan Neal, Executive Director



Jerry Healy, Commission President

