

Regular Commission Meeting
May 8, 2019 – 1:30 pm
2 Marine Drive, Boardman, Oregon 97818

I. CALL TO ORDER AND INTRODUCTIONS

Jerry Healy called the meeting to order at 1:35 p.m.

Commissioners: Jerry Healy, Larry Lindsay, Joe Taylor, Rick Stokoe and Marv Padberg.

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

Guests: As listed on sign-in sheet

II. APPROVAL OF MINUTES –April 10th Regular Commission Meeting Minutes and April 30th Special Commission Meeting Minutes

Marv moved to approve the April 10th Regular Commission Meeting minutes. Joe seconded the motion. No further discussion was had and the motion passed unanimously.

Rick moved to approve the April 30th Special Commission Meeting Minutes. Joe seconded the motion. No further discussion was had and the motion passed unanimously.

III. OLD BUSINESS

A. Well 5 Update

Tim reported that the well is in now and the building is almost done. He expects to be operational by the end of the month if the switchgears arrive this week.

B. East Beach Unit Train Expansion

Mark reported that we are basically starting over on the design portion of the rail because Union Pacific wasn't satisfied with the current design. They have now given their verbal approval of the updated design. He is hoping that portion will be done by the end of June.

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

Lisa reported that they have received templates for reporting documents from the MARAD team. The archaeology report should be completed soon and a copy given to us. The archaeologist is recommending an "Inadvertent Discovery Plan" which would mean that if we find something while digging, we would stop and wait for them to come and inspect it. There is one section of land that he will probably recommend having a tribe member here watching us dig. She's not sure exactly where that section is yet.

D. Organizational Chart

Ryan presented the Commissioners with a new updated organizational chart after a few title changes were made.

E. Port of Vancouver Letter

Ryan gave the Commissioners a letter that was drafted after a discussion at the Special Commission Meeting, to go to the Port of Vancouver, stating how their new clean energy policy, if adopted, might affect other ports that are up river from them.

Marv moved to approve the Port of Vancouver letter and authorized Jerry to sign the letter. Rick seconded the motion. No further discussion was had and the motion passed unanimously.

F. Other

Marv pointed out that recently installed sound panels made a big difference in the Commission Meeting room.

IV. NEW BUSINESS

A. Resolution 2019-11 Transfer Budget Appropriations

Eileen explained that because of higher than anticipated operating costs at the warehouse facilities, we would need to transfer \$1.2 million from the sites budget to the warehousing budget.

Joe moved to approve Resolution 2019-11, transferring budget appropriations of \$1.2 million from sites to warehousing. Marv seconded the motion. No further discussion was had and the motion passed unanimously.

B. Reschedule July Commission Meeting Date

Ryan explained that there is a scheduled BPA financing meeting during the week of the July Commission Meeting, so he would like to push the Commission meeting out a week to July 17th if possible. All agreed that July 17th would work. Jerry will attend the BPA financing meeting with Ryan.

C. Other

Ryan asked about a strategic planning meeting update. Lisa says she will have a proposal from the company that did out last strategic plan by the July Commission meeting. If approved, the process will take about 6 months to complete.

V. STAFF REPORTS

A. SAGE Center Update

Lisa reported on the SAGE Center's recent activities including the number of visitors to the center and where they were from. Andrea and Lisa recently went to the Governor's Conference on Tourism which is a sold out event every year. The SAGE Center will be an optional stop on the upcoming Road Rally Tour which is a group of 24 people from overseas and around the world who carpool together following a map of mandatory and optional stops. Lisa will be at several different functions to mingle with the group and hopefully convince them to make the SAGE Center a mandatory stop. Several exhibits are in the process of being revamped. She then showed the group the SAGE Center commercial that is airing now.

B. Warehousing Update

Marcine reported on the numbers for the warehouse facilities for the month of April. They are currently at 82% capacity. The warehouse has added 3 new employees and is still looking for a couple more. The drop trailer program has some minor issues but is getting better.

Ryan updated the group on the status of the third party switching agreement with the railroad. He says they are in the final stages and should have a signed agreement within 30 days.

C. Workforce Training Update

Kalie was not in attendance so Ryan gave the update for her. She will be doing interviews on Tuesday the 14th and Wednesday the 15th for students who applied for the Morrow County Internship program with IMESD. They had 45 students who applied and have scheduled 79 interviews. The educator externship program currently has 13 teachers signed up for the program. The Nuts, Bolts & Thingamajigs camp applications are open now for Morrow County students and will open up for other counties if availability allows. She and Brandy will be attending the Spokane job fair on May 23rd.

D. Maintenance Shop Update

Tim gave an update and showed pictures on the current projects completed and in progress which included well #5, the digester site, MCGG's site, the expansion of the freezer warehouse and the main office remodel and the outside landscaping of the main office grounds. He has a scrapper coming in to haul off some of the metal that was left at the sawmill site both here and in Heppner to help clean up those areas. He has plans in place to redo the South Lift Station later this year.

E. Communications Update

Erika showed photos of various projects and programs going on around the Port to the group. She will plan on taking new photos of the Commissioners after the election is finalized and she's also taking new updated photos for the office walls. The spring newsletter is out in the mail now.

F. Usage Reports

Staff reports on water and rail usage were reviewed and discussed.

F. Other

Ryan asked how many of the Commissioners will be able to attend the dinner tomorrow night with DEQ. Both Jerry and Rick will be there. Joe, Marv and Larry will try to be there.

VI. OTHER REPORTS

A. Willow Creek Valley Economic Development Group

Sheryll Bates was not in attendance so no update was given.

B. Boardman Chamber Update

Torrie Griggs, the new Chamber Director, updated the group on the Chamber's recent activities including the scholarship breakfast that will be held on May 15th at 7:30am. They have \$6,000 in scholarships to award and had 15 students apply. They are also working on the 4th of July festivities which will follow the same schedule as year's past. May 21st is the Fieldhouse ribbon cutting and June 8th is Burnt Field Brewing's ribbon cutting.

C. Other

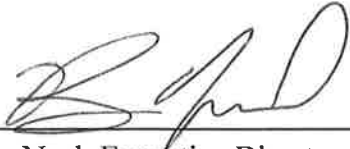
Ryan mentioned that the PNWA Summer Conference is on June 25-27th in Hood River and if any of the Commissioners planned on attending they should let Maria know.

Karen Pettigrew reported that their new building inspector will be starting on May 20th.

Upcoming events –

| | | |
|-----------------------|--------|---|
| 6/12/19 | 1:30pm | Port of Morrow Regular Commission Meeting |
| 6/25-27 th | | PNWA Summer Conference – Hood River |

The meeting was recessed at 2:43 pm. Executive session under **ORS 192.660**, started at approximately 2:50 pm. The commissioners came out of executive session at 3:27 pm and there being no further business the Regular Commission meeting adjourned.



Ryan Neal, Executive Director



Jerry Healy, Commission President

PORT OF MORROW
Special Commission Meeting
May 8, 2019

SIGN-IN SHEET

| NAME PLEASE PRINT | COMPANY REPRESENTING | PHONE NUMBER | EMAIL ADDRESS (If we don't have it) |
|------------------------------------|---------------------------------------|---------------------|--|
| Torrre Grigg | Chamber | 541-57-2324 | torrie@boardmanchamber.org |
| Karen Pettigrew | City Boardman | | |
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