

**Regular Commission Meeting
April 10, 2019 – 1:30 pm
2 Marine Drive, Boardman, Oregon 97818**

I. CALL TO ORDER AND INTRODUCTIONS

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

Commissioners: Jerry Healy, Larry Lindsay, Joe Taylor, and Marv Padberg.
Rick Stokoe was not in attendance.

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

Guests: As listed on sign-in sheet

II. APPROVAL OF MINUTES –March 19th Regular Commission Meeting Minutes

Joe moved to approve the March 19th Regular Commission Meeting minutes. Marv seconded the motion. No further discussion was had and the motion passed unanimously.

III. OLD BUSINESS

A. Well 5 Update

Tim reported that the walls are going up right now and the building should be done by the end of this week. The pumps should start being installed the following week.

B. East Beach Unit Train Expansion

Mark reported that the subgrade is finished and the subcontractor, H & H will start their part on Monday, the 15th. They expect their portion to take about 20 days to complete. Mark explained a problem that we have encountered with an exception that U.P. had given Ron back in the fall. That employee no longer works for U.P. and the current staff is not willing to give us the exception. We had to change the gradings going in to the facility by 7 inches which would mean we have to pour a new concrete pad.

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

Lisa reported that they have received templates for reporting documents from the MARAD team. We have not received a sample draft contract or questionnaire yet. The archaeologist was at the site on Monday and Tuesday and had no further questions. The NEPA process may take anywhere between 60 and 150 days to complete.

D. Resolution 2019-09 – Employee Credit Card Policy

Eileen explained that after some discussion, the Commissioners were taken out of the new Employee Credit Card Policy. They will continue to follow the Commissioner Expense/Reimbursement Policy that was updated and passed in 2017.

Joe moved to accept Resolution 2019-09 – Employee Credit Card Policy. Marv seconded the motion. No further discussion was had and the motion passed unanimously.

E. Resolution 2019-10 – Commissioner Expense/Reimbursement Policy

Eileen explained that the resolution is a slight change from the last policy that was updated in 2017. It has an added paragraph about receipts and what they must include on them to be handled correctly.

Joe moved to accept Resolution 2019-10 – Commissioner Expense/Reimbursement Policy. Marv seconded the motion. No further discussion was had and the motion passed unanimously.

F. Benefit Package

Eileen explained that at the last Commission Meeting Ryan was going to propose some disability insurance be added to the benefit packages, but he had just heard about an increase of our insurance premiums so he wanted to wait to propose that until he had all the numbers in front of him. She presented the Commissioners with a breakdown of costs from 4 years ago when we made the switch to Special Districts and some different options with different deductibles. Joe suggested this be a budget committee topic of discussion when the numbers are all finalized.

G. Other

Joe asked if the Organizational Chart from last month had been updated yet. Ryan will present an updated copy at the next Commission Meeting.

IV. NEW BUSINESS

A. Legislative Updates

Lisa gave the Commissioners a list of all active bills with a quick summary and a list of all active bills with a detailed description. She outlined a few of the bills that she will be watching because they might impact the Port.

B. Other

Marv would like to make sure that the Port sends a thank you to Brett Cook at the City of Boardman, who is retiring, for all his work that he's done for the Port. Karen reported that the City has offered the position to someone and he has accepted. Pending his background check, she expects him to start in May.

Morrow County Commissioner Don Russell reported that Morrow County and Umatilla County are partnering together to do their own DEQ septic inspections instead of having the State do them. They are hoping this will make it a faster process for both Counties.

V. STAFF REPORTS

A. SAGE Center Update

Lisa reported on the SAGE Center's recent activities including the number of visitors to the center. They recently held the auditions and production of the new TV commercials that will be airing soon. Lisa felt like it was a great thing for the community to be involved in and everyone seemed to enjoy it. Erika showed pictures to the group from the day. She is also working on a new idea that would be a look into 24 hours in Boardman and things to do in that 24 hours.

B. Warehousing Update

Marcine reported on the numbers for the warehouse facilities for the month of March, which was another great month with big numbers. They have had another meeting on the drop trailer program and she feels like there has been improvement with the program since that meeting. AIG Insurance recently conducted an audit on the warehouse for Lamb Weston and they passed with flying colors.

C. Workforce Training Update

Kalie reported that she will be giving a port industrial tour to the Ione School tomorrow that will include Coyote Springs, Lamb Weston and the Port of Morrow Warehouse. She will be headed to Eugene to speak on a panel at the Associated Career & Technology Conference next week and on April 24th she will be at Perry Tech's Spring Employment Expo. April 30th is the deadline for the Morrow County Internship Program and interviews are scheduled for May 14th and 15th.

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, PDX 90 site, MCGG's site, sawmill site, the main office remodel and the outside landscaping of the main office grounds. The Port will have a small part of the Ione Community Fitness Center that will probably take about a week.

E. Communications Update

Erika showed photos of various projects and programs going on around the Port to the group. She is currently working on the spring newsletter for the Port and is

hoping to send that to the printer this week as well as a new updated POM billboard.

F. Usage Reports

Staff reports on water usage were reviewed and discussed. Eileen reported that the rail usage is now caught up and the reports are in the packet. She also noted that Lamb Weston and Morrow Cold Storage were both reporting on their rail cars which caused an overage. They have been refunded the overage amount.

F. Other

Eileen reported that the budget versus actual numbers will be presented at the budget committee meeting.

VI. OTHER REPORTS

A. Willow Creek Valley Economic Development Group

Sheryll Bates reported that construction will start the end of April on the new duplex they are building. The weather has delayed the progress considerably. The housing rehab program currently has 18 homes in the program totaling more than \$172,000. The program will continue on since it's been so popular and helpful to the community. The Public Enhancement grant deadline is Monday the 15th. The board will meet after the deadline to review applications. Their annual luncheon will be held on May 16th.

B. Boardman Chamber Update

Kalie Davis reported on the Chamber's recent activities including the Frostbite Golf Tournament which raised about \$8000 in scholarships and the upcoming monthly luncheon on the 16th which will be in honor of Professional Assistant's day. The Easter Egg Hunt will Saturday the 20th at the Boardman Marina.

C. Other

Karen Pettigrew reported that the City water project is nearly done.

Don Russell reported that the Fire District recently had a rating change from 5 to 3 which is a considerable improvement and puts them in the top 12% in the nation. The insurance does these ratings every 6 or 7 years.

Ryan mentioned that a City, County, Port meeting hasn't been held recently. Karen will look at her calendar of the last meeting and send out an email to set up the next meeting.

Don Russell also mentioned that the CDA met on Friday and approved a new memorandum of agreement with the Confederated Tribes of the Umatilla Indian Reservation.

Erika then showed the video to the group of Rep. Greg Smith introducing HCR18, which recognizes and honors Gary Neal and all his work with the Port of Morrow.

Upcoming events –

4/14/19	12:00pm Ron Wyden Town Hall Meeting at the Port of Morrow Riverfront Conference Center
4/15/19	Ethics Filing due for all Commissioners
5/8/19	1:30pm Port of Morrow Regular Commission Meeting

The meeting was recessed at 2:48 pm. Executive session under **ORS 192.660**, started at approximately 2:55 pm. The commissioners came out of executive session at 3:25 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
April 10, 2019

SIGN-IN SHEET

NAME PLEASE PRINT	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
Sherrill Bates	WCVETG		
Douglas GRUNETT	IRONWORKERS LOCAL 29	503 781 8004	
Karm Pothigren	City Boardman		
Don Russell	Morrow County		