

Regular Commission Meeting
April 8, 2020 – 1:30 pm
2 Marine Drive, Boardman, Oregon 97818

I. CALL TO ORDER AND INTRODUCTIONS

Rick Stokoe called the meeting to order at 1:34 p.m.

Commissioners Present: Jerry Healy, Rick Stokoe, Marv Padberg and John Murray.

Commissioners via Video Conference: Joe Taylor

Staff Present: Lisa Mittelsdorf, Eileen Hendricks, Mark Patton and Brandy Warburton

Staff via Video Conference: Ryan Neal, Erika Lasater, Kalie Davis, Miff Devin, Marcine Brangham, Lisa Patrick and Tim Patton

Guests Present: Karen Pettigrew

Guests via Video Conference: Gregg Zody, Aaron Palmquist, Torrie Griggs, Kim Cutsforth, Melissa Lindsay, Jim Doherty, Don Russell and Sandy Toms

II. APPROVAL OF MINUTES –March 11th Regular Commission Meeting Minutes, March 23rd Special Commission Meeting Minutes and March 26th Special Commission Meeting Minutes

Marv moved to approve the March 11th Regular Commission Meeting minutes, March 23rd Special Commission Meeting Minutes and March 26th Special Commission Meeting Minutes. John seconded the motion. No further discussion was had, and the motion passed unanimously.

III. OLD BUSINESS

A. East Beach Unit Train Expansion & B.U.I.L.D. Update

Mark reported that the engineers are still working on the design for B.U.I.L.D. and they should be completed by June 30th.

The bidding process is moving forward for East Beach materials and labor now. They will hopefully be open April 30th and the estimated completion date for the project is December 15th.

B. Early Learning Expansion

Mark reported that we started pouring the footings for the project last week and the underground electrical will start next week. The project is a little behind schedule and the new estimated completion date is November 1st.

C. New South Lift Station

Mark reported that all the material is here now for the project except for the manhole. It is being made in Washington and they have been shut down due to the coronavirus. Mark is looking for another vendor in Oregon to make it instead.

D. Heppner Update

Ryan reported that the new fencing is installed but we are still waiting on the gate to arrive. Ryan will get in touch with Anderson Perry to check on the flood plane mapping and report back.

E. Mader/Rust Reuse Expansion

Mark reported that pipe was being installed last week and one of three manifolds was being built this week. The monitoring wells for DEQ also started this week. Ryan reported that we are still working with DEQ on the permits.

F. Digester Project Update

Mark reported that the first hole is excavated but the rest of the project is on hold until the next budget cycle.

G. Legislative Updates

Ryan reported that Governor Kate Brown will be holding an emergency meeting soon to hopefully get some legislation passed that is required. Senator Merkley and Senator Wyden's staff put out a press release about emergency relief funds that are available. The Boardman clinic was a recipient of some of those funds.

H. Other

No other old business was discussed at the time.

IV. NEW BUSINESS

A. CREZ Application

Rick reported that at the last Port Commission meeting, the Board requested Lisa to start the enterprise zone application for the Port as a sole sponsorship. Lisa explained the application process to the group. The application deadline is June 30th by the state. Melissa Lindsay reported that the County Commission met earlier in the day and agreed to a joint sponsorship with the Port on an enterprise zone application. Aaron Palmquist voiced his concerns and suggestions for the enterprise zone going forward. Karen Pettigrew addressed the Commission and formally asked the Port Commission to co-sponsor an enterprise zone application with the City of Boardman. Sandy Toms voiced her views on the current enterprise zone and backs Karen Pettigrew asking for a co-sponsorship with the Port. Kim Cutsforth expressed her appreciation of the CREZ board funds to her community in general and looks forward to the future. John asked for clarification from Lisa on the differences between the County and Port co-sponsorship and the City and Port co-sponsorship application. Rick reported that he asked the County earlier in the

day to provide a mapping of their proposed boundaries and at that time, they were not prepared to provide that information. Melissa Lindsay believes that during the discussion the boundaries were defined. She believes the fire district boundaries are too large and don't accurately reflect an impact zone. Marv asked the County to give him the reason why they are asking to change the current CREZ board. Melissa Lindsay doesn't believe it's changing the current agreement but solidifying the "gentleman's agreement" that currently is in place. Lisa stated that the written notification of intent to apply to the state is due by April 16th. Karen Pettigrew suggested the County put together a map of defined boundaries to present to the Port before next Wednesday. Joe suggested the Port and the County have one more meeting with the maps defined in front of them. Lisa will send out a doodle poll to the County and the Port to schedule a public meeting next week. The request from the City of Boardman to co-sponsor an application was tabled until next week.

B. OEA Grant

Eileen reported that we had received approval this morning from OEA for another year of funding for the CDA.

Jerry moved to approve the OEA grant and authorize Eileen to sign the necessary documents. Joe seconded the motion. No further discussion was had, and the motion passed unanimously.

C. Other

Eileen reported that local governments are not covered by the federal legislation that passed to help businesses recoup their costs of the extra paid sick leave during the current pandemic. SDAO sent a letter to Congress asking them to correct this oversight.

John moved to authorize the Port staff to send a letter to Congress asking them to look in to it as well. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

V. STAFF REPORTS

A. SAGE Center Update

Lisa Patrick reported on the SAGE Center's recent activities and the number of visitors for the month of March which included hosting a successful job fair on March 4th. The SAGE Center is now closed to the public and the staff has been spring cleaning to freshen everything up. Lisa has now gotten a signed contract from AWS for an exhibit and it should be done in about 9 months.

B. Warehousing Update

Marcine reported on the warehouse numbers from the month of March and the freezer is at 67.4% capacity. The cooler is now completely full, and they are still waiting for the forklift that will reach to the top of the racking. They have an audit

with AIB on Friday. The Commissioners all wished to express their gratitude for the employees working through this difficult time.

C. Workforce Training Update

Kalie reported that the high school internship program has been canceled due to all schools being closed. Columbia Works internship program is still moving forward, and all businesses are still participating. The NBT camp is being promoted online and should be able to continue this summer. The Educator Externship program has not decided if they will cancel or move forward at this point.

D. Maintenance Shop Update

Tim reported on the maintenance shop's recent activities including the Heppner gate, flowers at SAGE Center for Boardman Chamber and a steam vault repair. He also wanted to give a shout-out to all maintenance employees for going one year without an OSHA recordable as of today and for stepping up to be cross-trained at the warehouse facility.

E. Communications Update

Erika reported on her recent activities which included working with SAGE Center on updating their tv ads, a questionnaire for all Commissioners that will go with their wall feature at SAGE Center, Port information flyers and the upcoming newsletter.

F. Usage Reports

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

G. Other

Ryan reported that we had a rail claim from three years ago that just got settled with us agreeing to pay a third of it.

VI. OTHER REPORTS

A. Willow Creek Valley Economic Development Group

Kim Cutsforth reported that they have received the Certificate of Occupancy on the two duplexes that they built for workforce housing. They have hired a property manager and a landscaper for the property. All units are rented currently.

The housing rehab program is slowing down a little bit. They have committed \$281 thousand to the program and have four houses to finish.

They committed \$34 thousand to the business enhancement grant and had eight businesses in the program.

The \$25 thousand business incentive grant program had five people in the program and committed to \$135 thousand.

The Board decided that they will continue to offer the same programs for the next year.

B. Boardman Chamber Update

Torrie Griggs reported on the Chamber's activities which have included helping small businesses with loans and grants that are available during the pandemic. She has partnered with the Heppner Chamber to host a candidate forum via zoom meeting for the upcoming Morrow County elections. The April monthly luncheon has been canceled, but they are still accepting applications for the Chamber scholarships.

BCDA – Home buyer's grant has five new applications and the business grants applications are starting to come in as well. They are still working on revamping the signage around town as well. They are also working with Windwave on a pilot program to bring broadband to the city.

C. Other

Karen Pettigrew reported that the rec center has drained the pool to clean it and they will leave it empty until they are allowed to re-open the facility. The City of Boardman will be moving forward with their bond on the next ballot.

Melissa Lindsay introduced Gregg Zody as the new Community Development Director for Morrow County.

Upcoming events –

5/13 1:30pm Port of Morrow Regular Commission Meeting

The meeting was recessed at 3:50 pm. Executive session under **ORS 192.660**, started at approximately 3:55 pm. The commissioners came out of executive session at 4:13 pm and there being no further business the Regular Commission meeting adjourned.



Rick Stokoe, Commission President



Joe Taylor, Commission Secretary

PORT OF MORROW
Regular Commission Meeting
April 8, 2020

SIGN-IN SHEET

NAME PLEASE PRINT	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
<i>Karen Pettigrew</i>	<i>City Boardman</i>		