

Regular Commission Meeting
May 13th, 2020 – 1:30 pm
2 Marine Drive, Boardman, Oregon 97818

I. CALL TO ORDER AND INTRODUCTIONS

Rick Stokoe called the meeting to order at 1:30 p.m.

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

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

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

Guests Present: Karen Pettigrew

Guests via Video Conference: Gregg Zody, Aaron Palmquist, Torrie Griggs, Jim Doherty, Don Russell, Sheryll Bates, Heather Baumgartner, Leah Harris and Sandy Toms

II. APPROVAL OF MINUTES –April 8th Regular Commission Meeting Minutes, April 13th Special Commission Meeting Minutes and April 24th Special Commission Meeting Minutes

Marv moved to approve the April 8th Regular Commission Meeting minutes, April 13th Special Commission Meeting Minutes and April 24th 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 we received the bids for labor and materials, and they were all about 30% lower than normal. Mass excavation is being done now and they should be finished with that by the first part of August. Final completion of the project is projected for the end of the year. Erika showed pictures of the project to the group.

B. Early Learning Expansion

Mark reported that the foundation is done, and the framing started last week. The addition will add about 10,000 square feet to the current building. The estimated completion date is October 2020. Erika showed pictures of the progress to the group.

C. New South Lift Station

Mark reported that the company in Washington that is supposed to make the vault for us will be back to work on Monday. The building and pumps will be in next budget cycle.

D. Heppner Update

Mark reported that the gates are here for the front main entrance and will be installed soon. Scott Ezell will be there next week to do a flow test on the pump and a surveyor will be coming next week to survey the CSEPP building and the substation.

E. Mader/Rust Reuse Expansion

Mark reported that pipeline that runs from Jake Madison's farm to Mader/Rust is done and the booster manifold is set. Pipe is set all the way to their first circle and the second manifold is placed just beyond there. All the pipe should be done by the end of next week. The electrical booster should be done by the first of September and UEC has all power to the booster now. Erika showed pictures of the progress to the group.

Miff reported that the well is dry at this point and they will monitor it going forward to make sure there is no water in the well. If it continues to stay dry, then no second well will be needed.

F. Digester Project Update

Mark reported that the plans and design are complete for the project and we have the DEQ air permit. We have reached out to the DEQ water quality people for their approval as well.

G. Legislative Updates

Don Russell reported that Morrow County has submitted their application for phase I opening to the Governor's office and they are waiting to hear back if it has been approved or not.

H. CREZ Application

Karen Pettigrew reported that she had attended the County Commission meeting earlier in the day and asked for their approval of the City of Boardman's application for an enterprise zone. They would like to study it more and get back to her by next week. Lisa offered the Port's help with the application since we are a joint sponsor with the city.

I. Other

Joe said he attended the NOWA meeting last week and he plans on attending the next meeting.

IV. NEW BUSINESS

A. Resolution 2020-06 - CREZ

Lisa showed the group a copy of the map that was approved earlier in the day by the County Commission defining the boundaries for areas of impact zones of a new enterprise zone. The map doesn't include the Port owned airport property and the city owned property east of Tower rd. on it. She then showed the group Resolution

2020-06, which is the resolution that she's been working on for several weeks and was approved at the last commission meeting with suggestions from the commissioners. The corresponding map that our commission approved was shown as exhibit B. Lisa noted that the County Commission approved the resolution but with their map and not the exhibit B map that Port Commission had approved. Don Russell reported that the County Commission wants the airport property excluded from the map. Rick and Jerry explained to the group that the airport property is important industrial property to the port.

Jerry moved to approve Resolution 2020-06 as presented with the port approved map (exhibit B) with added modifications of the industrial grounds in Irrigon area and to remove the RDO property from the map. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

B. Resolution 2020-07 – CREZ LTREZ Agreement - Amazon Data Services

Lisa explained that this is for an Enterprise Zone Agreement with Amazon Data Services that was signed by the CREZ Board in April and per the IGA and state laws, it needs to be approved by the sponsors of the enterprise zone.

Jerry and Marv both declared a possible conflict of interest in the matter.

Joe moved to approve Resolution 2020-07, CREZ LTREZ Agreement. John seconded the motion. No further discussion was had, and the motion passed unanimously.

C. Resolution 2020-08 – CREZ LTREZ Agreement – Amazon Data Services

Lisa explained that this resolution is to enact an addendum to a 2017 LTREZ agreement with Amazon Data Services. This addendum has been approved by the CREZ board a week ago.

Jerry and Marv both declared a possible conflict of interest in the matter.

Joe moved to approve Resolution 2020-08, CREZ LTREZ Agreement. John seconded the motion. No further discussion was had, and the motion passed unanimously.

D. Resolution 2020-09 – Authorization to Invest Funds

Eileen explained that this is the same resolution that we do every year. It authorizes the County Treasurer to invest property taxes from the time they are collected to the time they are dispersed.

John moved to approve Resolution 2020-09, Authorization to Invest Funds. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

E. Resolution 2020-10 – Credit Card Processing Policy

Eileen explained that we added two terminals to our existing one at SAGE Center, one for the main office and one for the warehouse so that they can now accept credit/debit cards as a form of payment. This policy is mostly unchanged from the sample policy that the credit card processing company sent us.

John moved to approve Resolution 2020-10, Credit Card Processing Policy. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

F. Other

Eileen explained that the CID project is over budget and there will be a forthcoming resolution for the Commission to consider on the financing at the special commission meeting on June 3rd.

V. STAFF REPORTS

A. SAGE Center Update

Lisa Patrick reported that the SAGE Center doors are closed to the public, so they've been busy doing maintenance and cleaning projects in preparation of reopening. She's ordered more hand sanitizer stations and plexiglass barriers for the facility that should be arriving soon and the metal flower art work has been installed outside by the shop maintenance crew.

B. Warehousing Update

Marcine reported on the warehouse numbers from the month of April which were down some, and the freezer is currently at 76.5% capacity. The cooler is now completely full, and they are still waiting for the forklift that will reach to the top of the racking. Dry storage is currently at 70% capacity. Lamb Weston and rail cars will start picking up this next week from their slow down time during the virus.

C. Workforce Training Update

Kalie reported that Columbia Works Internship program is moving forward and her and Erika are working on a flyer for the professional development classes that the interns will take as part of the program. The NBT camp filled to capacity in 24 hours and she's just waiting to hear if they will be allowed to be on school property to hold the camp. The Educator Externship program has been canceled for this year due to them not being allowed on school property until at least the end of June. One of her current projects that she's been working on is to try and get a forklift simulator for the workforce training center since that's a huge need in this area. She has found a simulator for \$41,000 and is working with Ford Family Foundation to get funding for it and local industry to fund the annual \$6,000 updates that they charge.

D. Maintenance Shop Update

Tim wasn't in attendance, so no update was given.

E. Communications Update

Erika reported on her recent activities which included taking pictures of various projects that she showed to the group and she now has all the bios on the commissioners for the project at SAGE Center.

F. Usage Reports

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

G. Other

Eileen reported on the actual versus budget numbers that the commissioners had in front of them and let them know that she will soon be asking for approval of budget appropriations in certain areas.

VI. OTHER REPORTS

A. Willow Creek Valley Economic Development Group

Sheryll Bates reported that all four workforce housing units have been rented as of May 1st. The landscapers are still doing final touches now on them.

The Community Enhancement Grant has funded eight requests for a total of almost \$82,000.

B. Boardman Chamber Update

Torrie Griggs reported on the Chamber's activities which has mainly been getting information out to the public as quickly as possible during the pandemic. The 2020 Chamber Scholarship recipients will be awarded tomorrow.

BCDA – Their sign project is now in phase 2 and moving along with the permits and installation process and the new disc golf course will be designed as soon as the designer is able to travel from Kansas to here.

The housing grants program has had five grants awarded in the last couple of weeks and they will be closing towards the end of June.

C. Other

Karen Pettigrew reported that the city had its first budget meeting last night and they are waiting on the bond issue to see if it passes or fails. She also reminded people to fill out the census.

Upcoming events –

5/13	3:30pm	POM Budget Committee Meeting
6/3	10:00am	Special Commission Meeting
6/10	1:30pm	POM Regular Commission Meeting

The meeting was recessed at 3:07 pm. Executive session under **ORS 192.660**, started at approximately 3:12 pm. The commissioners came out of executive session at 3:27 pm and reconvened into regular session at 3:28 pm.

Rick explained that a discussion was had during executive session regarding a sale of three acres of property at the Heppner mill site. John moved to accept the offer from Blue Mountain Manufacturing of \$10,000 for three acres of property at the Heppner mill site. Jerry seconded the motion. No further discussion was had, and the motion passed unanimously.

There being no further business, the Regular Commission meeting adjourned at 3:29 pm.

Submitted by:



Rick Stokoe, Commission President



Joe Taylor, Commission Secretary

