

**Regular Commission Meeting
September 11, 2019 – 1:30 pm
2 Marine Drive, Boardman, Oregon 97818**

I. CALL TO ORDER AND INTRODUCTIONS

Jerry Healy called the meeting to order at 1:29 p.m.

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

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

Guests: As listed on sign-in sheet

II. APPROVAL OF MINUTES –August 14th Regular Commission Meeting Minutes

Rick moved to approve the August 14th 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, Tim and Miff reported that the well is running and they have received no further complaints from Lamb Weston on the temperature issue.

B. East Beach Unit Train Expansion

Mark reported that the M.C.G.G. spur is complete and it passed the inspection. M.C.G.G. is now working with U.P. to get their trains spotted. Ron has completed the construction plan for the rest of the loop and it has been submitted it to U.P.

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

Lisa reported that we just received the first draft of the environmental assessment that went to MARAD. There has been no further comment from CTUIR or the Yakama Tribe. The final agreement with MARAD will be finished and go back to them today.

D. Warehouse Expansion Update

Mark reported that the footings, foundation and concrete slab are complete. The crews have started framing the maintenance shop and office area and the steel is arriving on site now. The roofing is scheduled for late November.

E. Other

John reported that Anderson Perry will be doing a flood map of the Heppner Mill site the first week of October.

IV. NEW BUSINESS

A. Resolution 2019-18 – Volunteer Policy

This resolution just updates our current policy with minor changes recommended by our workers compensation insurance carrier.

Rick moved to approve Resolution 2019-18, Volunteer Policy. John seconded the motion. No further discussion was had, and the motion passed unanimously.

B. Resolution 2019-19 – Records Request Fees Policy

Eileen explained that we were not recommending any changes to our current policy and fees schedule to the board. The fees are the same as the city fees currently.

Joe moved to approve Resolution 2019-19, Records Request Fees Policy. Marv seconded the motion. No further discussion was had, and the motion passed unanimously.

C. Interchange Area Management Plan IGA

Jacob reported that for the last 18 months we've been working with ODOT on the interchange on Laurel Ln. and Columbia Ave. The best option that was presented is a round-about. The current IAMP doesn't allow for a round-about so it needed to be updated. This IGA between Port of Morrow, City of Boardman, Morrow County and ODOT would be to each pay \$5,000 towards hiring a consultant to update the IAMP.

Joe moved to approve the Interchange Area Management Plan IGA. Rick seconded the motion. No further discussion was had, and the motion passed unanimously.

D. Early Learning Expansion

Mark reported that we received \$1.4 million from the State of Oregon to expand the Early Learning Center. The total contributions for the expansion project should total \$2.3 million between UMCHS and Port of Morrow from the State of Oregon. He met with Head Start recently to see what their initial needs are and has talked with the original architect on making designs for the expansion. He's hoping to have final designs by December and possibly start construction in January.

E. New South Lift Station

Mark showed the group pictures of the current South Lift Station which is rotting out and in need of major repairs. The South Lift Station is our main wastewater station. New tanks will arrive on September 23rd to replace the old ones.

F. Other

Marv asked the group if anyone had insight on the Bonneville Dam lock closure. No one had any updated timelines to share.

Marv also reported that he believes Lewis and Clark isn't well marked for all the industries and he wondered if there was a way we could add a sign letting people know that the intersection is approaching soon. Jacob will look in to signage.

Lisa reported that our initial pre-application to the State for Port Planning and Marketing Funds for our Strategic Planning has been approved. She would like the Commission's approval to apply for \$50,000 in grant money for our plan which would mean that the Port would match around \$53,000.

Marv moved to approve the application to the State for Strategic Planning grant. John seconded the motion. No further discussion was had, and the motion passed unanimously.

Jerry reported that the opening day of PNWA in Vancouver is scheduled for the next Commission day on October 9th. The Commission agreed to move the next Commission meeting and SWOT analysis to October 8th. SWOT Analysis will be at 11am and the Commission Meeting will be at 1:30 pm.

Jerry also noted that the Port of Portland BBQ dinner will be held at the Port of Morrow's Riverfront Center on September 24th.

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. The number of visitors is down a little from last year. Lamb Weston is interested in doing an event at the SAGE Center with their "fry truck" soon. SAGE Saturday is the 14th with free admission for all. Blue Mountain Wildlife will be there with their wildlife. She is in the beginning talks with UEC on an electric vehicle charging station and will update the group soon. And they are gearing up for the Harvest Festival that will be held the first weekend of October.

B. Warehousing Update

Marcine was not in attendance so Jessica reported on the numbers for the warehouse facilities for the month of August. The August numbers were up from last year. They are working with Lamb Weston on updates to their coding system to make inventory control faster. And they just finished their quarterly count with them with a 99.98% passing grade. They have 67 employees now and are in the process of hiring more.

C. Workforce Training Update

Kalie reported that she now has 34 students in the high school internship program. The program is going well and it's teaching these students, many of whom have never worked before, the importance of work ethics and various soft skills. Riverside High School Career Day is October 18th. The Columbia Works Internship Program is moving forward and will start recruiting in January. The

website will go live soon. And she will start teaching and ethics class at Riverside High School soon.

D. Maintenance Shop Update

Tim reported on the maintenance shop's activities including the landscaping at Tredit, landscaping at dry storage, clean-up at the transfer station, landscaping at Head Start, fencing up around the propane tank and generator, Heppner mill site clean-up, warehouse expansion, scraper repair and closing up the CFP building. Erika showed pictures of all the projects to the group.

E. Communications Update

Erika showed photos of various projects and programs going on around the Port to the group, as well as updated photos of the current Commissioners. She's been working on the Beef Northwest video to promote their field day and with Lisa at the SAGE Center on a new ad campaign for 2020. The fall newsletter is being worked on now and will go out soon.

F. Usage Reports

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

F. Other

Eileen went over the actual versus budget numbers and the summary of the Port's bank accounts with the Commissioners. She also reported that the annual audit went well and she's working on finishing the report now.

VI. OTHER REPORTS

A. Willow Creek Valley Economic Development Group

Kim Cutsforth reported on the progress of the two duplexes that are being built in Heppner. They should be done by January and ready for rental.

The Housing Rehab Program has 22 houses in the program and has paid out \$139,000 so far of the \$266,000 that they committed to the program.

The group talked at the last meeting about the Business Enhancement Program and possibly changing the program details to include recruitment and enhancement that could include equipment purchases.

She also gave an update on the Heppner mill site. The engineer that she met with thinks it would take about \$400,000-\$500,000 to make the building structurally sound again. She asked permission to look further into rehabbing the building. The Port said it had no plans with the building right now.

B. Boardman Chamber Update

Torrie Griggs was not in attendance, so Kalie updated the group on the Chamber's activities. The monthly luncheon will be on the 18th and will feature Craig Reeder as a speaker for the Riverside High School career day and they are working on a

“Morning of Excellence” breakfast much like Hermiston’s Breakfast of Champions program that honors students who are performing well or have improved in school.

C. Other

No other business was discussed at the time.

Upcoming events –

10/8	1:30pm Port of Morrow Regular Commission Meeting
11/13	SDAO Board Self-Assessment

The meeting was recessed at 2:54 pm. Executive session under **ORS 192.660**, started at approximately 3:01 pm. The commissioners came out of executive session at 3:55 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
September 11, 2019

SIGN-IN SHEET

NAME PLEASE PRINT	COMPANY REPRESENTING	PHONE NUMBER	EMAIL ADDRESS (If we don't have it)
<i>Don Russell</i>	<i>Morrow County</i>		