

Resolution

Requiring bond of all members of the governing body and all employees of the Port of Morrow charged with possession and control of district funds and fixing the amount of said bond.

WHEREAS, All members of the Commission of the Port of Morrow are authorized to sign bank drafts; and

WHEREAS, Port employees are charged with handling Port funds; and

WHEREAS, Heretofore only the treasurer of the Port Commission has been bonded; and

WHEREAS, It is deemed prudent and necessary for all those charged with possession and control of district funds to be bonded;

NOW, THEREFORE, BE IT RESOLVED that all commission members, other than the treasurer, and all Port employees charged with possession of district funds shall be bound under one blanket bond in the amount of \$25,000.00

DATED this 10th day of September, 1981.

GUIDELINES FOR AN APPOINTMENT TO COMMISSION VACANCY

The following guidelines must be met when a vacancy occurs on the Port of Morrow Commission as a result of a resignation or the inability of a Commissioner to serve:

1. Vacancy must be advertised in a newspaper of general circulation within Morrow County one time by the Port of Morrow.

This vacancy must state the following:

- A. Candidate must be a Morrow County resident.
 - B. Applications are to be picked up and submitted to the Port of Morrow Office by _____.
 - C. Said date not to be more than 30 days hence nor less than 14 days.
 - D. The Port Commission will authorize the committee; they will include representatives of the economic agencies, the Chamber of Commerce, or City Administration from the five area towns which are Boardman, Heppner, Lone, Lexington and Irrigon, and one Port tenant. The out-going commissioner may serve on the committee in an advisory capacity as an ex-officio member. Management will act as the link between commission and the committee; the committee will select their chairman.
2. When applications are received at the office, they are held until the closing date and turned over to the committee for review. It is then the responsibility of the committee to start conducting interviews within a 14 day period.
 3. After committee review, all applications are then submitted to the commission along with two recommendations. The commission will review all applications and may or may not hold further interviews.
 4. All candidates should be notified as to the results as soon as possible. The above accepted by motion and approved at a 12-9-86 Special Commission Meeting.

PORT OF MORROW

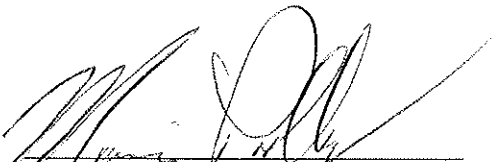
ETHICS AND CONFLICTS OF INTEREST POLICY

The Oregon Government Ethics Commission consists of a seven member board charged with the responsibility of enforcing and interpreting the Code of Ethics outlined in Oregon Revised Chapter 244.

State agencies and local governments may choose to adopt the Code of Ethics or adopt their own ethics policies to protect them from government ethics violations. Rules or policies interpreting the provisions of ORS 244 must be consistent with the provisions of the chapter and need to be approved by the Oregon Government Ethics Commission (OGEC).

Accordingly, the Port of Morrow elects to adopt the Code of Ethics as outlined by ORS 244 and the Oregon Government Ethics Commission.

Adopted by the Port Commission as Port policy on this 8th day of October 2008.



Marvin Padberg, President

Larry Lindsay, Secretary

PORT OF MORROW
RESOLUTION 86-10

It is the policy of the Port of Morrow that all Port contracts shall, prior to final Port Commission approval and signature, be reviewed by an attorney representing the Port.

Proof of such review, and compliance with this policy, shall be made by the Port attorney's indicating on the contract or a copy thereof that he has reviewed the contract in question. Exceptions to this requirement shall only be made when an emergency exists which requires the immediate action of the Port, and the Port can through other means confirm that the Port's attorney has reviewed the contract in question.

It is the policy of the Port that all questions raised by the Port attorney's concerning the form or substance of any contract be presented to the Port Commission before final action on the contract. This policy requires that any written materials from the Port's attorney concerning the proposed contract and its affect or implications be provided to the Port Commission, and that any oral concerns about the contract be fairly summarized and presented by Port staff to the Commission prior to any final action on any contract.

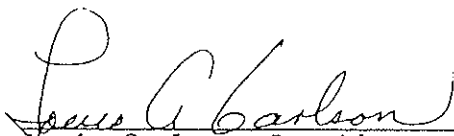
It is the policy of the Port that unless otherwise provided in this policy all contracts of the Port shall require the approval of the Port Commission and signature of Port officers before becoming enforceable. The Port Commission may delegate to the Port Manager the right to enter into contract on behalf of the Port if said contracts:

- (1) are for the purchase of items or services budgeted in the current fiscal year budget,
- (2) do not commit the Port to any expenditure beyond the current budget year or beyond the amount budgeted and,
- (3) is for items or servcies involving the day to day operations of the Port.


Any other contract including any contract between the Port and its industrial park or farm tenants and any contract that is not in the ordinary course of the Port's day to day operations and business require the approval of the Port Commission.

The term or "contract" as used in this policy means any legal agreement of any type with a second party.

Adopted by the Port Commission as Port policy on this 13th day of AUGUST 1986.



Louis Carlson, President



LeRoy Gardner, Secretary

REGULATED HUNTING AREA
Designation of Agent
(ORS 498.120)

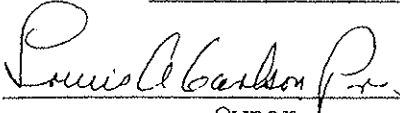
KNOW ALL MEN BY THESE PRESENTS, that the undersigned, owning, and/or controlling certain real property in 4N, 24E, Morrow, does
Township Range County
hereby appoint the Oregon Department of Fish and Wildlife to act as his agent with full authority to control trespass on said property, to operate the property as a Regulated Hunting Area, and to make available for public use the hunting resources of said lands subject to the conditions hereinafter set forth.

NOW BE IT MUTUALLY UNDERSTOOD THAT:

1. The Oregon Department of Fish and Wildlife shall:
 - a. Provide "SAFETY ZONE" signs to restrict all hunting on a portion of owner's lands.
 - b. Enforce the above hunting restriction consistent with procedures now practiced by Department personnel.
 - c. Be authorized to delegate any of its duties and authority as an agent to Oregon State Police officers assigned to the Game Enforcement Division.
2. The owner shall:
 - a. Allow public hunting, without charge, on that portion of his lands not included in a "SAFETY ZONE".
3. This agreement shall remain in effect throughout the Upland/Waterfowl
Season(s)
and expire no later than ~~January 19~~ December 31, 1986.
~~XXXXXXXX XX~~

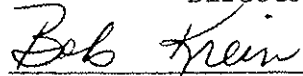
IN WITNESS WHEREOF, THE PARTIES HAVE HEREUNTO SUBSCRIBED THEIR NAMES AS OF THE DATES BELOW WRITTEN.

Dated at Boardman, Oregon, this 9th day of October 1985.


Owner

OREGON DEPARTMENT OF FISH & WILDLIFE

Port of Morrow
Address
P.O. Box 200
Boardman, Oregon 97818

John R. Donaldson
Director
By 

PORT POLICY FOR CHARGES TO PORT OF MORROW

All cash charges are to be properly and completely supported by receipts with name of establishment, who, where, when and reason for charge.

All charges must be turned in to the Port as soon as possible after expense is incurred. ALL cash advances must be fully reconciled within 5 days after the end of the month or the end of the trip. Advances not reconciled by this time will be deducted from employee's paycheck. Right of redemption is lost after sixty (60) days have elapsed, at which time no documentation will be accepted. Charges MUST be directly related to Port business.

SUGGESTION FOR CHARGES WHILE ON A TRIP: Port will pay for moderate priced motel, hotel or lodging at meeting place, for food, identified telephone calls and miscellaneous expenses; amounts to be determined by the current government figures.

EXCEPTIONS to the above guidelines will be handled, by the General Manager, on an individual event basis.

SUBMITTED BY: _____
R. L. Miller, PLS
General Manager

ACCEPTED BY: _____
Louis Carlson,
President

RLM:wt

STANDARD OPERATING PROCEDURE

PURCHASING & PURCHASE ORDERS

Guidelines for purchasing material and issuing purchase orders are as follows:

1. The list of needed material/supplies is given to the Department Head.
 - a. \$0.00 to \$50.00 - no purchase order is needed. However, signed packing slips (note where material used) must be given to the Office.
 - b. \$50.00 to \$500.00 - Department Head is informed within the shift.
 - c. \$500.00 to \$2000.00 - Administration must be consulted and the expenditure approved before the purchase is made.
 - d. \$2000.00 + - General Manager must approve before purchase; he will inform Administration.
2. The Department Head will issue purchase order number.

STANDARD OPERATING PROCEDURE

PURCHASING & PURCHASE ORDERS

The "Guidelines" for purchasing material and issuing purchase orders are as follows:

1. The list of needed material/supplies is given to the Department Head.
 - a. \$0.00 to \$50.00 no purchase order is needed. However, signed packing slips (note where material used) must be given to Office.
 - b. \$50.00 to \$200.00 Administration is informed, within the shift, so they are aware of the expenditures.
 - c. \$200.00 to \$1000.00 Administration is consulted and the expenditure is okayed before the purchase is made, General Manager is informed within the shift.
 - d. \$1000. + General Manager must approve before purchase and he informs Administration.
2. The Department Head will issue purchase order number.
3. Material is ordered and information is given to Operations Manager to type the Purchase Order and make distribution.
4. A tally of the purchases under \$50.00 is kept and reported on at the weekly staff meeting by Operations Manager.

0 - < 50.		R	I		
50 - <200.			R	I	
200 - <1000.			I	R	
1000 +				I	R
			Dept Head	Cont.	Mgr.

R - Requisition
I - Inform

RESOLUTION 86-5

WHEREAS the Port of Morrow has adopted and kept in force certain charges and tariffs for the use of Port rail track and attendant facilities, and,

WHEREAS the Port of Morrow may from time to time adjust said charges and tariffs;

NOW, THEREFORE, BE IT RESOLVED that effective March 1, 1986, rates for the Port rail spur utilization for rail car spotting, storage, loading, unloading or other use shall be:

Empty cars, any size, per day or portion thereof: \$ 5.00

Agricultural commodities in box cars, per day or portion thereof: \$20.00
OR \$1.50/ton of product handled, whichever is less.

Agricultural commodities in bulk or specialty cars, per day or portion thereof: \$15.00
OR \$1.00/ton handled, whichever is less.

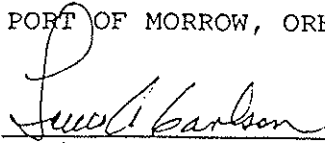
Other commodities or refrigerated commodities per day or portion thereof: \$25.00

All rates predicted upon twenty-four hours advance notice given to Port by user. Any use without required notice will be surcharged 25% upon gross amount of above-calculated rates. The Port may regulate car movement and may waive charges for Industrial Park clients.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Port of Morrow manager and his staff are authorized to implement this resolution, including adoption of appropriate procedure and completing of appropriate documents, so as to collect said tariff and to deny usage to non-complying persons or entities.

ADOPTED this 11th day of June, 1986

PORT OF MORROW, OREGON



Louis A. Carlson, President



LeRoy Gardner, Secretary

APPROVED AS TO FORM:
MONAHAN, GROVE & TUCKER

By 

Sam Tucker



TIDEWATER BARGE LINES, INC.

CORPORATE HEADQUARTERS

6 BEACH DRIVE

VANCOUVER, WASHINGTON 98661-7198

PORTLAND, OR (503) 281-0081 • VANCOUVER, WA (206) 693-1491

TIDEWATER BARGE LINES

SAILING SCHEDULE

& RATES FOR

CONTAINER SERVICE

Departs Portland T-6 Upbound

For:

Boardman Thursday
Pasco Thursday
Lewiston Monday and Thursday

Departs downbound to Portland T-6

Monday
Tuesday
Thursday and Monday

Round Trip Rates Per Container Including Throughput:

	<u>20'</u>	<u>40'</u>	<u>20' REEFER</u>	<u>40' REEFER</u>
Boardman	\$191	\$271	\$223	\$362
Pasco	\$199	\$283	\$229	\$375
Lewiston	\$232	\$342		N/A

*Subject to change without notice and based on availability of equipment and/or navigation lock schedule.

For service at: Boardman please call (503) 481-3625
Lewiston please call (509) 758-9119
Pasco please call (509) 545-3167
Dispatch: (360) 693-1491 or
(503) 289-4274

TIDEWATER BARGE LINES, INC.

SECTION 4
 CONTAINER AND TRAILER RATES
 Rates are in dollars per Container or Trailer
 Column (A) rates apply on LOADED containers or trailers, one way.
 Column (B) rates apply on EMPTY containers or trailers, one way.

COMMODITY	BETWEEN	AND	RATES		MINIMUM	ITEM		
			(A)	(B)				
CONTAINERS OR TRUCK TRAILERS NOT EXCEEDING 20 FEET IN LENGTH, subject to the provisions published page 21. NOTE 1:- Will NOT apply on Refrigerated Containers. See Rates in Item 420C.	Astoria	OR	Boardman	OR	130	130	36	4100 ◆
			Clarkston	WA	177	177		
			or					
			Lewiston	ID				
			Pasco	WA	133	133		
	Umatilla	OR	130	130				
	Wilma	"	177	177				
	Longview	WA	Astoria	OR	70	58	15	
			Boardman	OR	68	56		
			Clarkston	WA	92	70		
			or					
			Lewiston	ID				
Pasco	WA	72	60					
Umatilla	OR	70	58					
Wilma	WA	92	70					
Portland or Vancouver	OR WA	Astoria	OR	70	58			
		Boardman	"	68	56			
		Clarkston	WA	92	70			
		Lewiston	ID	92	70			
		Pasco	WA	72	60			
Umatilla	OR	70	58					
Wilma	WA	92	70					
Boardman	OR	Clarkston	WA	54	54	20		
		Lewiston	ID					
		Wilma	WA					
Pasco or Umatilla	WA OR	Lewiston	ID	54	54			
		or						
Wilma	WA							
CONTAINERS OR TRUCK TRAILERS EXCEEDING 20 FEET IN LENGTH, BUT NOT EXCEEDING 24 FEET IN LENGTH, subject to the provisions published on page 21. NOTE 2:-Will NOT apply on Refrigerated Containers. See Rates in Item 4250.	Longview	WA	Astoria	OR	81	75	15	4150 ◆
			Boardman	"	81	75		
			Clarkston	WA	95	95		
			Lewiston	ID	95	95		
			Pasco	WA	83	77		
			Umatilla	OR	81	75		
	Wilma	WA	95	95				
	Portland or Vancouver	OR WA	Astoria	OR	81	75		
			Boardman	"	81	75		
			Clarkston	WA	95	95		
			Lewiston	ID	95	95		
			Pasco	WA	83	77		
Umatilla			OR	81	75			
Wilma	WA	95	95					

For explanation of abbreviations and reference marks not explained on this page. see last page of this tariff.

ISSUED: June 5, 1995

EFFECTIVE: July 1, 1995

Issued by Raymond Hickey, President
 6 S. E. Beach Drive
 Vancouver, WA 98661

TIDEWATER BARGE LINES, INC.

SECTION 4
CONTAINER AND TRAILER RATES
Rates are in dollars per Container or Trailer
Column (A) rates apply on LOADED containers or trailers, one way.
Column (B) rates apply on EMPTY containers or trailers, one way.

BETWEEN	AND	R A T E S		MINIMUM NO. OF CONTAINERS OR TRAILERS	ITEM	
		(A)	(B)			
CONTAINERS or TRUCK TRAILERS EXCEEDING 20 FEET IN LENGTH, BUT NOT EXCEEDING 40 FEET IN LENGTH, subject to the provisions published on page 21.					4175	
NOTE: -Rates in this item will NOT apply on Refrigerated Containers. See Rates in Item 4250.						
Astoria	OR	Boardman	OR	218	218	26
		Clarkston	WA	246	246	
		Lewiston	ID			
		Pasco	WA	218	218	
		Umatilla	OR			
Longview	WA	Wilma	WA	246	246	15
		Astoria	OR	108	106	
		Boardman	OR	102	102	
		Clarkston	WA	136	136	
		Lewiston	ID			
Portland or Vancouver	OR	Pasco	WA	108	108	
		Umatilla	OR	105	105	
	WA	Wilma	WA	136	136	
		Astoria	OR	108	106	
		Boardman	"	102	102	
Boardman	OR	Clarkston	WA	136	136	
		Lewiston	ID			
		Pasco	WA	108	108	
		Umatilla	OR	105	105	
		Wilma	WA	136	136	
Pasco or Umatilla	WA	Clarkston	WA	102	102	
		Lewiston	ID			
		Wilma	WA			

For explanation of abbreviations and reference marks not explained on this page, see last page of this tariff.

ISSUED: June 5, 1995

EFFECTIVE: July 1, 1995

Issued by Raymond Mickey, President
6 S. E. Beach Drive
Vancouver, WA 98661

PORT OF MORROW REAL ESTATE COMMISSION POLICY

1. As one of several efforts to work closely and productively with private enterprise to foster economic development and economic stability in Morrow County, the Port of Morrow sets forth herebelow the conditions, registration requirements, and schedule for paying of real estate transaction commissions.
2. Commissions for the lease or other rental of land, buildings or other improvements negotiated by real estate brokers who are the procuring cause shall be based on five percent (5%) of the net rental to the Port for the original term of the lease, not to exceed five years, plus three percent of such rental for the balance of the term of the lease. Commissions on leases shall not exceed the sum of the commission as if it were a sale according to paragraph three below. No commission will be paid on options to extend leases, renewals of expired leases, or on expansion of the leased area, or when options to purchase subsequent to leasing are exercised. Calculations of commission shall be on rent actually paid and shall not include percentage overrides, escalation of base rents, taxes or other changes in addition to the original net rent.
3. Commissions on the sale of improved or unimproved Port property through real estate brokers, shall be five percent (5%) of the sale price. When options to purchase, not associated with a lease, are exercised, a commission will be paid according to this schedule for the sale of the property. Commissions will be paid upon closing and actual payments to the Port for the land, improvements and/or buildings sold, optioned or otherwise conveyed.
4. If a broker has an ownership interest or will participate in site-induced business subsequent to the transaction, the Broker shall disclose the nature and extent of its participation upon registration with the Port pursuant to paragraph five below. The Port may adjust or negotiate prices or rates based on Buyer-Broker interest in lieu of fixed commissions set forth in paragraphs 2 and 3 above.
5. Commissions offered above are conditioned by the requirement that the Port recognize in advance in writing the Broker's claim to be the procuring cause of the transaction. The Port will recognize a real estate broker as the lessee's, renter's, buyer's, or contractor's agent only after written registration with the Port of the client by name and the disclosure of the Buyer-Broker's interest, if any. The Port will then determine the subject client has not previously contacted the Port or another broker has not previously registered the client. Registration will be good for a term of one year. Brokers may renew registration by expressing the desire to do so in writing to the Port no more than sixty days prior to expiration of the registration. Brokers may assign registration or co-register clients, but must first obtain written agreement from the Port. Registration and Buyer-Broker interest, if any, will be kept confidential by the Port. The Port will acknowledge all registrations

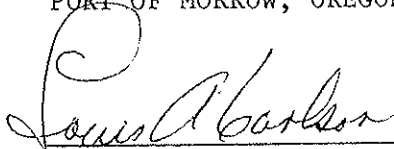
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with the date and time of registration. Registration will become valid upon receipt by the broker of written acknowledgement of the registration and a copy of this policy.

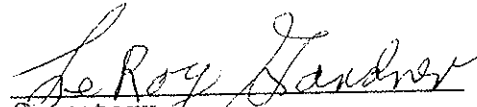
6. The Port reserves the right to withdraw or amend the offer of commissions at any time after thirty days notice, except brokers with pending deals shall have one hundred twenty days to consummate deals under conditions of this policy in effect when subject deal was initiated.

Adopted Sept 11, 1985

PORT OF MORROW, OREGON



President



Secretary

Revised 2/1/07

PORT OF MORROW

Commissioner Reimbursement/Expense Policy

- I. Commissioners are reimbursed up to \$50.00 per meeting with a maximum of \$50.00 per day.
- II. Travel
 - A. When using personal vehicle - mileage to be determined by Federal Mileage allowance each year.
 - B. Coach rate when using airplane travel.
 - C. Actual charge when using taxi services.
- III. When attending functions as a Port representative, Commissioners will be compensated actual reasonable expenses for hotel and meals. If Commissioners opt to take another person with them who does not have a relationship with the Port, that person must pay his/her own way.

NOTE: It is the Commissioner's responsibility to notify the Port Office of any expenses they have incurred on a trip by submitting receipts soon after the trip. The reimbursement for attending meetings and mileage will be added to the quarterly checks.

RESOLUTION NO. 2003-07

**A RESOLUTION OF THE PORT OF MORROW, OREGON
ESTABLISHING A TARIFF FOR THE TRANSMISSION OF STEAM
IN THE PORT OF MORROW INDUSTRIAL PARK.**

WHEREAS, the Port of Morrow ("Port") is a municipal corporation engaged in the development of business activities, and

WHEREAS, the Port of Morrow owns steam transmission lines for the use and convenience of Port of Morrow Industrial Park tenants, and

NOW, THEREFORE, BE IT RESOLVED by the Board of Port Commissioners of the Port of Morrow, Oregon, as follows:

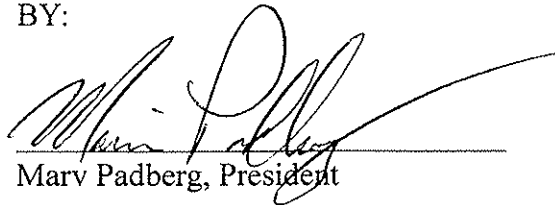
The tariff for transmission of steam in the Industrial Park shall be 20¢ per 1000 lbs. of steam.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Port General Manager and his staff be authorized to implement this resolution, including adoption of appropriate procedures and completing of appropriate documents, so as to collect said tariff and to deny usage to non-complying persons or entities.

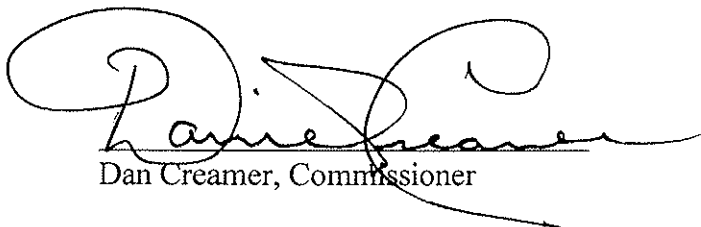
ADOPTED by the Board of Port Commissioners of the Port of Morrow, Oregon this 10th day of September, 2003.

PORT OF MORROW, OREGON

BY:


Marv Padberg, President

ATTEST:


Dan Creamer, Commissioner

Amended 7/15/08

PORT OF MORROW

Vehicle Compensation Policy

The Port of Morrow currently leases certain vehicles from employees of the Port. These vehicles are driven to and from work by those employees and are the main mode of transportation for that employee while he/she is on the job. Those vehicles are also available for use by other Port employees while he/she is on the job. Those vehicles are also available for use by other Port employees if needed to carry out operations of the Port. This additional use will be coordinated with the lessor of the vehicle. The monthly lease payment to the Employee will be \$700.00 per month for the Port's use of that vehicle.

It is clearly understood that these leased vehicles can be used for personal use on the employee's own time at that employee's own expense.

The cost of maintenance of leased vehicles will be based on the following:

1. The first three years of lease to the Port of Morrow will be paid by the Port based on a percentage of use for Port vs. personal use.
2. After the first three years, maintenance will be paid on a maximum 50/50 basis; i.e. 50% by the Port and 50% by the lessor.

Proposal Addition:

When using personal vehicle for port business, mileage will be paid at Federal Mileage rate.

Resolution 2005-10

**A RESOLUTION OF THE PORT OF MORROW COMMISSION,
MORROW COUNTY, OREGON, ESTABLISHING
WATER USAGE RATES FOR MORROW INDUSTRIAL
PARK TENANTS**

THIS MATTER coming before the Commission of the Port of Morrow, at a regular commission meeting on the 10th day of August, 2005, and

WHEREAS, The Port of Morrow ("Port") owns and operates a water supply and wastewater disposal system for the use and convenience of Port of Morrow Industrial Park tenants; and

WHEREAS, the Port intends to operate the water and wastewater systems on a self-sustaining basis, pursuant to Port Ordinance and Oregon law;


NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Morrow, Oregon, as follows:

- Section 1:** The Port of Morrow does hereby set its composite variable water usage rate for the supply of fresh water at \$.36, and the disposal of wastewater at \$.83 per 1,000 gallons, effective August 1, 2005.
- Section 2:** The distribution of the variable rate is based upon costs incurred by and assignable to the various tenants.
- Section 3:** The Commission reviews these rates on an ongoing basis with specific intent of determining if the water and wastewater system is operating on a self sustaining basis and if not, adjusting the usage rate accordingly.

ADOPTED by the Board of Commissioners of the Port of Morrow, Oregon this 10th day of August, 2005.

PORT OF MORROW, OREGON

BY:



Marvin Padberg, President

ATTEST:



Larry Lindsay, Secretary

TIER I - UTILITY CUSTOMERS - Existing Industrial as of 2000

Freshwater	Standard Rate - last adjusted 8/05	.36/thousand gallons
City Water	(Rate set by City)	.38/thousand gallons
Discharge Water	Standard Rate - last adjusted 8/05	.83/thousand gallons

Capital Charges are recalculated each June and allocated to the following customers based on the prior twelve months usage:

Minimum Disposal - monthly

BOARDMAN FOODS	1.00%	545.64
LAMB-WESTON	65.15%	35,548.45
OREGON POTATO	23.90%	13,040.80
LAMB-WESTON L5	9.95%	5,429.11
	<u>100.00%</u>	<u>54,564.00</u>

Pipeline Debt - monthly

LAMB-WESTON	52.85%	3,547.93
OREGON POTATO	19.38%	1,301.02
LAMB-WESTON L5	8.07%	541.76
BOARDMAN FOODS	6.92%	464.55
Coyote 1	5.96%	400.11
Coyote 2	6.82%	457.84
	<u>100.00%</u>	<u>6,713.21</u>

Any other rates as negotiated, or due to noncompliance with our Ordinance

TIER II - UTILITY CUSTOMERS

Freshwater	Standard Rate plus capital component	.45/thousand gallons
Discharge Water	Standard Rate plus capital component	1.50/thousand gallons

Any other rates as negotiated, or due to noncompliance with our Ordinance

All rates are set by the Port of Morrow Commission and are reviewed annually or as needed