## Collins Management Corporation



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CollinsWood.com

July 21, 2016

Honorable Judge Terry Tallman Morrow County Court P.O. Box 788 Heppner, Oregon 97836

Sandy Toms, Mayor Karen Pettigrew, City Manager City of Boardman P. O. Box 229 Boardman, Oregon 97818

Karen Humelbaugh Education and Workforce Program Manager CCWD State Dislocated Worker Unit 255 Capitol St. NE Salem, OR 97310

## Dear Sir or Madam:

This letter will serve as official notice under the federal Worker Adjustment and Retraining Notification (WARN) Act that a plant closure will occur on September 19, 2016 at the Upper Columbia Mill, which is operated by Collins Management Corporation and is located at 77200 Poleline Road and 71410 E Columbia Avenue in Boardman, Oregon. Based on the information available to us at this time, we expect that this action will be permanent. The plant closure will apply to both production facilities at Upper Columbia Mill, resulting in the shutdown of the entire operation.

We expect that September 19, 2016, which is the end of the 60-day WARN notice period, will be the last day of work for a majority of the affected employees. Any employees released from employment before the 60 days expire will receive their normal pay and benefits for the remainder of the 60-day period, unless they are terminated for cause. Employees who are assigned work, but choose to terminate before the end of the 60-day period, will not be entitled to pay and benefits after their date of termination.

We may have jobs that extend beyond the 60-day period according to our best estimates in the schedule below. When we get closer to the end of the 60-day period, we will have a better idea of how much additional work may be available. This will depend on the skills and availability of qualified employees, as well as the amount of product to be processed and shipped. Depending on these factors, some employees may be offered a voluntary opportunity to work beyond their anticipated September 19, 2016 employment end date. Here is our tentatively projected schedule for complete shutdown:

Sawmill and Planer: Last day of operation is anticipated to be September 19, 2016.

All Salaried Personnel: Last day of operation is anticipated to be September 30, 2016.

*Maintenance:* Last day of operation is anticipated to be September 30, 2016.

Shipping: Last day of operation is anticipated to be October 31, 2016.

*Merchandiser and Whole Log Chipper*: Last day of operation is anticipated to be October 31, 2016.

As you probably know, the reason for the closure is that the timberland has been sold leaving no other viable sources of logs to operate Upper Columbia Mill.

The job titles of the affected positions and the number of affected employees in each job classification are shown on the attached enclosure.

There are no bumping or transfer rights to other locations. However, employees are welcome to apply for open positions at our other locations.

Should you have any questions concerning this matter, please contact the undersigned.

Very truly yours,

COLLINS MANAGEMENT CORPORATION

Eric Schooler

Eric Schooler President & CEO

503.826.5221

Enclosure: List of affected job titles and number of affected employees in each job classification

## Collins Management Corporation - Upper Columbia Mill Plant Closure - WARN Act Notice attachment

UCM Bander/Tally UCM CMMS Administrator NE UCM Cuber Operator UCM Debarker/Merchandiser UCM Filer UCM Grader 2 Certificate UCM Grader Fully Certified UCM Grader Fully Certified UCM Kiln Operator UCM Kiln Operator UCM Lead Filer UCM Lead Mechanic UCM Millwright Journeyman UCM Millwright Sawmill UCM MOCO Operator Stacker UCM Operator Chipper/Merchandiser UCM Operator Forklift UCM Operator Forklift UCM Operator Forklift UCM Operator Forklift UCM Operator Stacker UCM Operator Forklift UCM Operator Stacker UCM Operator Stacker UCM Operator Forklift UCM Operator Forklift UCM Operator Forklift UCM Operator Forklift UCM Operator Stacker UCM Operator Forklift UCM Operator Forklift UCM Operator Forklift UCM Operator Forklift UCM Operator Sander U	7.1.	# Employees in each
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UCM Grader 2 Certificate  UCM Grader Fully Certified  UCM Grader Fully Certified  UCM HR Generalist I  UCM Kiln Operator  UCM Kiln Watch Level 2  UCM Lead Filer  UCM Lead Hechanic  UCM Millwright Journeyman  UCM Millwright Sawmill  UCM Millwright Swing Lead  UCM MoCO Operator Stacker  UCM Operator Chipper/Merchandiser  UCM Operator Forklift Utility  UCM Operator Edger/Resaw  UCM Operator Gang Sorter  UCM Operator Forklift  UCM Operator Shift  UCM Operator Shift  UCM Operator Forklift  UCM Operator Ship Forklft  UCM Operator Ship Forklft  UCM Operator Ship Forklft  UCM Operator Utility  UCM Operator Ship Forklft  UCM Operator Ship Forklft  UCM Operator Ship Forklft  UCM Operator Utility  UCM PIC Tech 3  UCM Prod Planer Lead  UCM Prod Quality Assurance Asst  UCM Sawmill Supervisor  UCM Sawmill Supervisor  UCM Security Planer  UCM Security Sawmill  UCM Sr Yardsman  UCM Truck Driver CDL	UCM Filer	3
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