



## Collins Management Corporation

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503.826.5303

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

A handwritten signature in black ink that reads "Eric Schooler". The signature is written in a cursive, flowing style.

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

Job	# Employees in each job
UCM Bander/Tally	1
UCM CMMS Administrator NE	1
UCM Cuber Operator	1
UCM Debarker/Merchandiser	1
UCM Filer	3
UCM Gang Operator	1
UCM Grader 2 Certificate	1
UCM Grader Fully Certified	2
UCM Grader Lead	1
UCM HR Generalist I	1
UCM Kiln Operator	1
UCM Kiln Watch Level 2	1
UCM Laborer	2
UCM Lead Filer	1
UCM Lead Mechanic	1
UCM Maintenance Super	1
UCM Millwright Journeyman	1
UCM Millwright Lead	1
UCM Millwright Sawmill	5
UCM Millwright Swing Lead	1
UCM MOCO Operator Stacker	1
UCM Operator Chipper/Merchandiser	1
UCM Operator Forklift Utility	1
UCM Operator Utility/Strap	2
UCM Operator Edger/Resaw	1
UCM Operator Equipment	7
UCM Operator Forklift	2
UCM Operator Gang Sorter	1
UCM Operator Merchandiser Lead	1
UCM Operator Sander	1
UCM Operator Ship Forklift	2
UCM Operator Trimmer	1
UCM Operator Utility	5
UCM PLC Tech 3	1
UCM Prod Planer Lead	2
UCM Prod Quality Assurance Asst	1
UCM Sawmill Supervisor	1
UCM Sawyer	1
UCM Security Planer	1
UCM Security Sawmill	2
UCM Ship Coordinator	1
UCM Sr Yardsman	1
UCM Truck Driver CDL	2
TOTAL	67