



APPROVED 12/19/17

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

TUESDAY, NOVEMBER 21, 2017, 6:00 P.M.

POTB MAIN OFFICE – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order: Bob Olsen @ 6:02 p.m.
Recognition of Persons Present: Commissioners Jim Young; Bob Olsen; Carolyn Decker; Jack Mulder and Gerry Opdahl
Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick
Mary McArthur – Executive Director of Columbia-Pacific Economic Development District (Col-Pac EDD)
2. Public Comment for Items Not on the Agenda: None
3. September and October, 2017 Financials – Pami Boomer reported that the operating revenue for October is above projected, the budget overall has 60% remaining and finances have improved over the last year. Funds are still being deposited into the pool account to cover the debt service payments as they come due. Pami meets with the department supervisors quarterly to review their department's expenses and department heads review their departments monthly in order to stay on track with the budget. Now the goal is to assess the long term needs of each department and to allocate funds. She answered questions from Commissioners and explained other items more fully.
 - a. 2017-2018 Tillamook County Tax Summary of Assessment – Pami provided a copy of the summary to show the Commissioners how POTB has one of the lowest tax base rates in the County & takes in the least of all the Ports by a wide margin.
4. Strategic Business Plan Update – Mary McArthur of Col-Pac EDD spoke about the Port's Strategic Business Plan: what areas need to be modified and what other components need to be implemented. She fostered discussion regarding the Port's mission; a way to measure success in the Port's progress; partnerships; community benefits; and branding of the Tillamook Industrial Park. Jim Young suggested holding workshop meetings separate from the Regular Board Meetings and for Mary to be the facilitator. The first workshop was scheduled for December 7, 2017 from 3:00 – 5:00 p.m. and Mary encouraged the Commissioners to continue thinking about the suggestions brought up during the meeting and how to implement them.

5. Discussion and Consideration of Draft Personnel Manual - SDAO offered the services of HR Answers to review the Personnel Manual and Pami Boomer incorporated most changes suggested by them. She also updated policies when needed, and inserted a section that had been left out. She supplied the draft to the Board for their input and asked them to submit their suggestions within 2 weeks, in time for approval at the December 19, 2017 meeting. Jim Young stated that if the Port management is comfortable in implementing the Policy then he would approve it.
6. Consent Agenda – Motion to Approve Consent Agenda
 - a. Prior Meeting Minutes – Regular Meeting October 17, 2017; Special Meeting November 2, 2017
 - b. Lease Order 17-27 Nick Iamon & Hannah Long; Building 54 Room 5; storage; mo. to mo.
 - c. Lease Order 17-28 Averill Farms; 20 acres @ Brickyard Rd; agricultural use; mo. to mo.
 - d. Lease Order 17-29 Blue River Run; Railroad MP 825.7; Private Road Crossing; annually
 - e. Lease Order 17-30 Parkside Café; Railroad MP 845.72; encroachment for outdoor smoking area; annually
 - f. Lease Order 17-31 Custom Excavating; Bldg 53A; Storage; mo. to mo.
 - g. Lease Order 17-32 Bob Flackus; Bldg 5; Storage; mo. to mo.

Jim Young Moved to Approve the Consent Agenda, Carolyn Decker seconded and the motion carried (5-0).

7. Committee Reports:
 - a. Tillamook Lightwave – Commissioner Young reported the next meeting will be in Pacific City on Tuesday, November 28, @ 11:45 a.m. at the Pelican Pub. The board will be doing a walk-through of the cable landing station building to view the work being done. The splitting of the lease with the University of Washington is being worked out. The HVAC system is being replaced.
 - b. Salmonberry Trail – The next meeting will be December 1, 2017. The railroad has been officially rail banked which smooths the way to finalizing the lease with STIA. Negotiations are ongoing but the departure of the attorney from Jordan Ramis representing the Port has slowed things down while the replacement attorney gets up to speed. Jack Mulder reported on the progress with the coastal segment and the other partners.
 - c. Friends of Tillamook Air Museum – Carolyn Decker reported that the appointees to the Board have impressive backgrounds of fundraising, grant writing, networking and knowledge of Hangar B. Michele Bradley is following up with Tillamook Design to develop a logo and she is investigating sources for insurance for the Directors. Alan Evans has a Helping Hands staff member familiar with rules and regulations regarding nonprofits and will offer guidance on getting established. The next meeting will be in January 2018. Michele presented a request from the Tillamook Pioneer Museum for storage and display of the steam donkey. The Port Board agreed to the request.

8. Manager's Report:
- a. October Safety Committee Minutes - Informational
 - b. FFY 2018 Letter from FAA - Informational
 - c. Letter from DEQ – Landfill 1107 Permit satisfaction – Kudos to Mike Christie
 - d. Oregon Department of Aviation Newsletter and COAR Grant Application Update – POTB submitted 3 applications
 - e. Rate Analysis of Warehouse Business Park (v. 2013 estimate) - Informational
 - f. Certificate for further education – Christian Gurling, Curator
 - g. Update on Hogan Manure Easement- Postponed
 - h. City of Tillamook Transportation System Plan update - Postponed
 - i. Discussion of Building 6 Potential Tenant and Storage Building Construction: A potential tenant wants to lease half of Bldg. 6 for storage of product and to move in ASAP. They would like to be fully in by 2018, which works better for RV storage tenants currently occupying the space to be moved out. Michele wanted to receive input from the Board before continuing discussions with the prospective tenant. The Commissioners are agreeable to the lease.
 - j. Air Base Café Update – Michele provided information to Val Schuman for listing Café to lease
 - k. OCSR Negotiation Update – date to be rescheduled
9. Communications:
- a. Next Special Meeting – Thursday, December 7, 2017 @ 12:30 p.m.
 - b. Next Regular Meeting - Tuesday, December 19, 2017 @ 6:00 p.m.
 - c. Third Quarter/YTD TLT Tax – Informational to show growth
10. The Board will now recess to Executive Session as authorized by ORS 192.600 (2)(i) for performance evaluation of public officers and employees; ORS 192.660(2)(e) for Real Property Transactions; and ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Recessed Regular Meeting and entered Executive Session at 8:45 p.m.; adjourned Executive Session and reentered Regular Meeting at 9:06 p.m.
- Jim Young moved to present the General Manager with a bonus of 10% of her salary. Jack Mulder seconded and the motion carried (5-0).
11. Commissioner Comments: None
12. Adjournment: 9:08 p.m.