



**APPROVED 11/21/17**

## **MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**TUESDAY, OCTOBER 17, 2017, 6:00 P.M.**

**POTB MAIN OFFICE – CONFERENCE ROOM**

**4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order: Bob Olsen @ 6:04 p.m.

Recognition of Persons Present:

Commissioners Bob Olsen; Gerry Opdahl; Jack Mulder; Carolyn Decker and Jim Young  
Port Staff: General Manager Michele Bradley and Margaret Amick  
Gus Meyer – Port Taxpayer

2. Public Comment for Items Not on the Agenda: Gus Meyer asked about the ongoing construction by Port Storage and if it will be mini-storage or office space. Michele told him the building will be used for both.

Gus also asked how long before the siding on the south side of the Officers' Mess Hall will be installed. Michele reported that she had expected the repairs to be completed by the end of September but it didn't work out. Then hunting season started and the contractor went hunting. The windows have been replaced and Michele expects that the rest should be completed soon.

Gus reported that he was expecting a big celebration since Tillamook County announced that the Southern Flow Corridor Project is completed. Michele said that the major parts are done but there are still a lot of smaller pieces of the job to be finished.

3. Approval of Amendment to POTB By-laws: **Jim Young moved to Approve the Change to the By-laws; Jack Mulder seconded and the motion carried (5-0).**

4. Consent Agenda – Motion to Approve Consent Agenda
  - a. Prior Meeting Minutes – Regular Meeting September 19, 2017; Special Meeting October 10, 2017
  - b. Lease Order 17-24 Chris Dials Contracting; Bldg. 72; Storage; 2 mos.
  - c. Lease Order 17-25 Tom Stevens; Bldg. 4; Boxing Club; 5 years
  - d. Lease Order 17-26 Jeff Schons; Hangar #23; Storage; mo. to mo.

Bob Olsen asked about the property taxes collected from the tenants. Michele explained that if a tenant is occupying a property on July 1, then the County charges property tax for that fiscal year. The Port collects the tax monthly with the rent and banks it until the tax comes due. If a property is vacant on July 1 then there will be no tax charged by the County on that property that fiscal year.

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### **Notice and Agenda – Regular Meeting**

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Gerry Opdahl asked if the leases are month to month, then why does the document say 99 years? Michele explained that 99 years is the legal limit for which the Port can lease a property. Most of the newer leases are month to month to allow for more flexibility.

**Jack Mulder moved to Approve the Consent Agenda as Written; Carolyn Decker seconded and the Motion carried (5-0).**

5. Committee Reports

- a. Tillamook Lightwave – Commissioner Jim Young passed out a report from Wave Business which bought out CoastCom as a business partner with TLW. The report is being provided at the monthly TLW meetings to keep the members informed of problems and ongoing activities such as outage repairs, construction projects for new clients, and maintenance projects conducted by Wave Business. Jim reported that the Pacific City – Nestucca Valley Alliance civic organization is using some of the TLW property for at no charge for parking; a park; a Dory fisherman memorial and information center; and other uses until such time as TLW has a need for the property. They would eventually like to establish access for the public to the BLM land behind the cable landing station. Jim spoke of his continuing unease with Wave and how their purchase of CoastCom will affect the agreement CoastCom had with TLW.
- b. Salmonberry Trail – Commissioner Jack Mulder reported to the Board regarding the monthly Salmonberry Trail Intergovernmental Agency meeting on October 3, 2017 which was also the annual meeting of the Salmonberry Coalition. At the Salmonberry Coalition meeting: the Brownfield report for the Tillamook County portion of the proposed Trail has been released and the Tillamook County Health Dept. reported that the levels of toxic substances found were miniscule and not of concern to the experts. The local code adoptions to the city transportation plans along the Trail's proposed route have been completed except from TCCA south. The meeting continued with discussion of the progress on the Coastal Trail segment and whether it is better to build smaller, sooner, at lower cost or wait for enough funds to build the full trail all at once. Marketing; fund raising; and the activities of the Oregon Coast Scenic Railroad were discussed. Gus Meyer asked whether the Trail will be suitable for equestrians if it is paved across the width. In some areas there will be enough room off of the pavement for horses but the west end of the Trail will not accommodate horses.

The Lease Agreement is still being worked out among all the entities with the attorneys tasked with combining the changes and finalizing the document. Michele reported receiving a letter from the Dept. of Forestry telling the Port that they have a Fire Patrol Assessment to landowners for monitoring the forest for fires. The rate for Public landowners such as the Port is about \$2.49 per acre. The Forestry Dept. is updating its data and Michele said she expects to hear more from them eventually.

6. Manager's Report

- a. September Safety Meeting Minutes for Board information.
- b. September 2017 Financial Update – Provided; Questions Will be Addressed at November 2, 2017 Meeting
- c. Draft Personnel Manual – Handed out to be discussed at a future meeting.
- d. Strategic Business Plan Update – Mary McArthur, Executive Director of Columbia-Pacific Economic Development Council is invited to the November 21, 2017 meeting to begin discussions on updating the Plan.
- e. Tillamook Co. Environmental Health Program Certificate – The Tillamook Health Department certified Mike Christie with an Outstanding Performance for the Water System Survey conducted on the Port's water treatment system in September.

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Buyers of the Locomotive 6116 will be onsite on October 18, 2017 to begin dismantling the locomotive to salvage parts and scrap out the rest.

Michele handed out an updated list of Goals incorporating the new goals previously discussed and eliminating completed or expired projects. She asked the commissioners to review and bring back any comments.

Michele will be contacting the FOTAM Board to have them attend the November 2, 2017 meeting to complete the paperwork establishing the Board.

7. Communications

- a. Next Special Meeting – Thursday, November 2, 2017 @ 12:30 p.m.
- b. Next Regular Meeting - Tuesday, November 21, 2017 @ 6:00 p.m.
- c. Veteran's Day Event, Tillamook Air Museum (with VFW), with breakfast, Saturday, November 11, 2017

8. The Board will now recess to Executive Session as authorized by ORS 192.600 (2)(i) for performance evaluation of public officers and employees. Recessed Regular meeting and entered Executive meeting @ 7:17 p.m.; Adjourned Executive meeting and re-entered Regular meeting @ 8:10 p.m.

Gerry Opdahl reported about his meeting with Rich Gitschlag regarding Dave Hogan's manure line that will run along the Port railroad right of way. Gerry said that the project looked well engineered and well thought out.

Gerry also checked into the cost of a pole building for RV storage. A 60' X 300' building will cost about \$300k -\$400k depending on the details.

9. Commissioner Comments: Bob Olsen complained that the pothole in the turn lane on Long Prairie Rd. still has not been fixed. Michele replied that she has called Public Works twice and will follow up again.

Bob asked why there isn't a road up to the Hoop houses and Michele said that Food Roots didn't want one, probably to eventually allow room for more Hoop houses.

10. Adjournment @ 8:26 p.m.

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