



APPROVED 10/19/22

MINUTES

POTB BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM

WEDNESDAY, SEPTEMBER 21, 2022, 6:00 P.M.

<https://us02web.zoom.us/j/86895410895?pwd=a2Ezbnk9ub2RFd25Rd3Y2UWpCWmpldz09>

Any comments or written testimony, if allowed, may be submitted to mbradley@potb.org up to 3:00 pm on the afternoon of the meeting

1. Call to Order @ 6:05 p.m.

Recognition of Persons Present- Commissioners Sierra Lauder; Jack Mulder; Kevin Stoecker; Bill Baertlein and Matt Mumford

Port Staff – General Manager Michele Bradley; Margaret Amick; Rita Welch (@ 6:15 p.m.); and Pami Boomer (@ 6:45 p.m.)

Public: Gary Bond

Public Comment for Items Not on the Agenda - None

2. Air Museum Director Report – Rita Welch

- a. The metalwork blimp has replaced the A-4B Skyhawk on the pole at the intersection of Highway 101/Long Prairie Road. The Skyhawk will be rehabilitated to Navy specifications and exhibited in the Museum. More durable and easily updated signage will be installed on the pole, with room to advertise temporary events at the Port. Video footage of the Skyhawk being moved and the blimp being mounted have been posted on the Tillamook Air Museum Facebook page.
- b. Update on the Wood Research and Development (WRD) discussion on safety and condition assessment – Michele and Rita have met with them to define the scope of the work and expect the first draft of the contract shortly. WRD is projected to come out the first couple of weeks in November for a preliminary visit and be completed by the end of the year. Rita received a better figure of \$30,000 - \$50,000 for the cost of the boom instead of the original estimate of \$180,000.
- c. Friends of Tillamook Air Museum (FOTAM) Update – Michele said she had talked to Gene Kyniston who told her that the FOTAM financials have been handed back to Caroline Decker. Kevin said he attended a

meeting where there was discussion that the marketing funds have not been received from the Port. Michele pointed out that FOTAM still has

not provided an invoice or backup for the expenditure for advertising and can't issue payment without one. Pami said since FOTAM doesn't have an accounting system to generate invoices, she will create one with FOTAM's logo and cut a check for the funds. Kevin said the meeting was disorganized and Rita said they still have some work to do. Kevin asked if FOTAM can use Port facilities for their meetings in the winter and Michele said to have Gene send an email with the request so they can be put on the reservation calendar.

3. Consent Agenda

- a. Minutes for 08/17/2022 - Regular Meeting and 08/16/2022 – Joint meeting with FOTAM
- b. Lease Order #22-17 In Other Words; Bldg. #5, Ste. C, Office #6; Office space; mo. to mo.
- c. Lease Order #22-18 DirectLine-I.T., LLC.; Bldg. #19, Ste. 460; Office Space; mo. to mo.
- d. Lease Order #22-19 Food Roots; Bldg #5, Ste. C, Office #5; Office, Food Storage, and Distribution; mo. to mo.

Bill moved to approve the Consent Agenda as presented; Kevin seconded and the motion passed unanimously.

4. Manager's Written Report and Discussion – Michele told the board that DEQ has new rules for air quality standards for landfill operations and is requiring the Port to submit an Air Contaminant Discharge Permit (ACDP) and fees for the wood waste Landfill #1132. Since the landfill produces less than 664 metric tons of methane, the Port can submit a Simple ACDP annually instead of a Standard ACDP at half the cost. The first year fees total \$18,446, with subsequent years will be approximately \$9,446. If the Port submits a Closure Notification by October 1, 2022 and follows the reporting requirements then the ACDP wouldn't be required. In 2014 the Port estimated the cost for closing the landfill at \$868,306; the current cost will be comparable with increases due to inflation. Direction from the board is to pay annually while seeking grant funding to close the landfill. The board was concerned by the short timeline between the rule change and the deadline to submit either a Closure Notification or a submission of the ACDP with payment of the fee. Michele said she will be emailing an extension request to the DEQ and if she fails to get approval, the Port will submit the ACDP and payment with a letter expressing the Port's disappointment with the short timeline.

Dairy Compost's 20 year lease is up for renewal in January 2023 and Michele is looking for direction from the board in setting the new rate. Comparable Port lease rates are almost ten times Dairy Compost's current rate and would be impractical for the participating dairies. The service is a benefit to the dairies and also to the community. Jack asked whether the goal is to be a resource for key industries in the community or to maximize the value of the Port. The board doesn't want to get in the way of Dairy Compost's success but they also

want to work toward getting closer to the true value of the property. Dairy Compost has requested an additional acre; road improvements on the east end; and updated water service. The board direction is that the rate should be a minimum of \$0.05/sf and the term should be shorter with graduated rent increases over time.

The Port has been participating in the Green Power program where PUD customers pay a surcharge to support Green Sourced Power supply. The additional cost to the Port for electricity is approximately \$3,000 per year and Michele asked the board if they want to continue participating as an example to the community. She was directed to continue, with Sierra suggesting the Port issue a press release.

5. Discussion and Consideration of 1st Draft of Board Duties and Responsibilities Policy as replacement for Board Rules and By-Laws. **Bill moved to approve the Board Duties and Responsibilities Policy as replacement for Board Rules and By-Laws. Kevin seconded and then Jack asked for the President to have the discretion to relax the rules under 3.8 Order and Decorum and 3.9 Public Participation/Comment to allow flexibility in discussions. After further discussion, it was decided that the original language allowed the desired flexibility, so the original motion stands and passed unanimously.**
 - a. SDAO/SDIS 2022 Best Practices online training – need two board members to enroll in the Board Academy and three members still need to complete trainings by the end of October. This can be done at home or Pami offered to set up a computer in the Small Meeting Room for any commissioner who wants to come in.
6. Discussion and Consideration of 1st Draft of Resolution 2022 – 2023 #3, a Policy to Guide POTB Timely Response to Legislative Issues and Action during Legislative Sessions, and Identifying POTB Legislative Advocacy Priorities. There have been occasions in the past when the legislature has moved quickly on an issue where the board hasn't had time to meet and issue a response. This resolution establishes the Port's Legislative Advocacy Priorities and gives the General Manager the authority to respond to legislative actions in a timely manner within those parameters. **Bill moved to approve Resolution 2022 – 2023 #3, a Policy to Guide POTB Timely Response to Legislative Issues and Action during Legislative Sessions, and Identifying POTB Legislative Advocacy Priorities. Matt seconded, and the motion passed unanimously.**
7. Discussion and Consideration of Railroad Use of Property Fee Schedule Update. **Jack moved to approve the revision to the Railroad Use of Property Fee Schedule; Bill seconded, and the motion passed unanimously.**
8. Pami Boomer reported the financials from August are on track. The \$400,000 received from the property sale has been transferred into the Pool and some planned capital projects have been put on hold until the cost for the Hangar B assessment is determined. The asset management project is continuing and

iPads have been purchased for staff to use in tracking assets and their maintenance.

- a. Possible change to Workers Compensation insurance. SDAO currently offers Workers Compensation insurance for its members at a competitive rate. Due to changes regarding cancer and PTSD benefits to first responders, rates are expected to increase dramatically next year. SDAO

is in talks for SAIF to offer the Workers Compensation insurance to special districts, while SDIS will continue to provide all the other services currently offered. This change is projected to go into effect July 1, 2023.

9. Commissioner updates and written reports

- a. Tillamook Lightwave (TLW) – see written report
 - i. Letter to PUD and Board Of County Commissioners requesting a follow up joint meeting is ready to send. Jack Mulder will sign it. Michele provided copies to the board and will email copies to the board members of PUD and BOCC.
 - ii. Discussion and Consideration of Resolution 2022 – 2023 #2 for Funding of Tillamook Lightwave’s (TLW) Purchase of Diesel Backup Generators at the Pacific City Cable Landing Station. The board discussed whether the Port should provide \$100,000 loan toward the cost of the generators or just separate from TLW and quit investing time and effort for minimal benefit. What are future maintenance costs? **Bill moved to approve Resolution 2022 – 2023 #2 for Funding of Tillamook Lightwave’s Purchase of Diesel Backup Generators at the Pacific City Cable Landing Station and authorize Sierra to sign; Matt seconded, and the motion passed unanimously.**
- b. Columbia Pacific Economic Development District (Col-Pac) – 9/8/22 meeting. Sierra reported on the Comprehensive Economic Development Strategy (CEDS) work that is being done regarding local industries and economies, specifically fishing and forestry, but not farming. When Sierra questioned the exclusion, she was told that, in part, it is because Col-Pac intends to pivot away from some of the food hub networks it has been investing in. She was told to call and talk about it offline if she had more questions.
- c. NW Area Commission on Transportation (NWACT) – 9/8/22 meeting – nothing new to report.
- d. Friends of Tillamook Air Museum (FOTAM) 9/1/22 meeting – see Item #2
- e. Salmonberry Trail Intergovernmental Agency (STIA) – No meeting

10. Communications

- a. Next Board Meetings:
 - i. Regular Meeting - October 19, 2022
 - ii. Regular Meeting - November 16, 2022
 - iii. Closed for Thanksgiving – Thursday and Friday
 - iv. Regular Meeting - December 21, 2022
 - v. Closed for Christmas Holiday – Monday, 12/26/22
 - vi. Closed for New Year’s Day Holiday – Monday 1/2/23

11. Recessed Regular Meeting and entered Executive Session per ORS 192.660 (2) (e) for Real Property Transactions @ 8:25 p.m.; exited Executive Session and resumed the Regular Meeting @ 8:55 p.m.
12. Adjourned @ 8:55 p.m.