



**APPROVED 7/16/19**

**MINUTES**

**BOARD OF COMMISSIONERS**

**BUDGET HEARING AND REGULAR MONTHLY MEETING**

**TUESDAY, JUNE 11, 2019, 6:00 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM**

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

**1. Call to Order: 6:06 p.m.**

Recognition of Persons Present: Commissioner Jack Mulder; Jim Young; Gerry Opdahl and Carolyn Decker. Bob Olsen absent.

Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick

Cyrus Javadi – Commissioner Elect

**OPEN BUDGET HEARING @ 6:07 p.m.**

**2. Public Comment on Budget - None**

**CLOSE BUDGET HEARING - CONTINUE REGULAR MEETING @ 6:08 p.m.**

**3. Consideration of POTB Budget and Tax Rate for Fiscal Year 2019-2020 per POTB Resolution 2018-2019 #6. Jim Young moved to Approve POTB Resolution 2018-2019 #6 Adopting the POTB Budget and Tax Rate of \$0.0364/\$1,000 for Fiscal Year 2019-2020. Gerry Opdahl seconded, and the motion carried (4-0), Bob Olsen absent.**

**4. Public Comment for Items Not on the Agenda (3-minute limit, or as Board President desires) None**

**5. Consent Agenda – Motion to Approve Consent Agenda (Action)**

a. Prior Meeting Minutes – May 16, 2019 Budget Meeting; May 21, 2019 Regular Meeting

b. Lease Order #19-10 Josiah McDaniel; Hangar #4; Storage; mo. to mo.

c. Lease Order #19-11 Kuipers Farms LLC; 48.5 Acres corner of Long Prairie Rd. & Hwy 101; growing crops, grazing; mo. to mo.

- d. Lease Order #19-12 Kuipers Farms LLC; Utility Encroachment; Manure Line; Annually

**Jim Young Moved to Approve the Consent Agenda as Presented. Carolyn Decker seconded, and the motion carried (4-0); Bob Olsen absent.**

6. Draft May 2019 Financials – Pami Boomer reported the LGIP account has increased, mainly due to the final reimbursements from FEMA and the debt service hold. The budget is on track to have 8% remaining through the end of May and overall the Port is doing extremely well this year. Now that FEMA is fully closed out, the money in the pool allocated to FEMA will be transferred and might be used as match funds for a grant to complete Phase 2 of the DEQ stormwater issues. Pami wants to open another pool account strictly for the Road Maintenance Fees to make the maintenance expenditures easier to track. She has set up a system for tracking labor along with the other costs of road maintenance. Jim asked Pami if she knew how much the Port would receive from Tillamook Lightwave this year and she said she hadn't heard yet.
7. Discussion and Consideration of Approval of Opening Additional Local Government Investment Pool Account for Road Maintenance Fee, Authorizing General Manager to Sign. **Gerry Opdahl Moved to Approve Opening an Additional Local Government Investment Pool Account for Road Maintenance Fee, Authorizing General Manager to Sign. Jim Young seconded, and the motion carried (4-0); Bob Olsen absent.**
8. Discussion and Consideration of Amended Board Rules per 30-day Notice. The amendments to the rules were explained to the member's satisfaction. **See item #9**
9. Discussion and Consideration of Amended By-Laws per 30-day Notice. After discussion, it was agreed to have "New Business" remain as Item 7 in the Order of Business at the regular public meetings.
  - a. Information on ex-parte contact, per request. There was clarification of how contact by a commissioner with an interested party outside of board meetings should be disclosed to the board at any meeting where it may be relevant to a matter being discussed and/or voted on. **Jim Young moved to Approve Both the Board Rules and the By-laws as Amended with the Exception That Article XI Will Retain Item 7 "New Business" in the Order of Business at the regular public meetings. Carolyn Decker seconded, and the motion carried (4-0); Bob Olsen absent.**
10. Manager's Report
  - a. Award Letter from Business Oregon for \$60,000 grant for Stormwater Planning Assistance. Michele reported that the funds may be used for stormwater planning expenses that occurred after May 24 when the grant was awarded.

- b. Thank you: US Senator Jeff Merkley, to Michele for emceeding his Town Hall at the Port.
- c. Headlight Herald article written by Tillamook Beekeepers Association - Information
- d. Copy of 05.21.19 Letter to Secretary of State – Gerry felt the board wasn't being transparent in dealing with the issue and was reassured that it would be discussed at a meeting in July.
- e. Update on Food Hub Discussions – Possibilities/Regional Action. Possible tie-in with POTB to start the same type of system here. There would be a centralized location for producers and consumers of food products to connect; for businesses and non-profits to prepare and/or package food for distribution; and start up food related businesses could cluster.
- f. May 2019 Safety Meeting – Information
- g. Update on Tillamook TL 1390 – Sales Agreement/Kahrs. Waiting for Michael Kittell to respond to the Port's communications. Michele expects it to be completed within a couple of weeks.
- h. Update on Resilience Planning
  - i. POTB Plan – Industrial Park Emergency Planning. Gerry expressed his concern about hazards on the Port that could result in multiple casualties. Michele said staff is in the process of developing an emergency plan for the Port including chain of command info and will meet with staff when it is complete.
  - ii. CTAB Planning – Committee for Tillamook Agencies and Businesses are mapping their resources to prepare for emergencies; e.g. heavy equipment; communication devices; etc. A PUD employee is an Incident Command (IC) trainer and will have training sessions in August for the CTAB group. Jack stressed the importance of giving employees the training to be able to take independent action if they are unable to contact supervisors. He also suggested In Case of Emergency phone lists and Michele said that will be part of the Port's plan.

Michele reported that she has met with Commissioner Elect Matt Mumford and will meet with Cyrus on July 12. There will be a commissioner training session on August 7, 2019 in Newport. She will be attending and asked anyone else interested to let her know so they can be registered. It will be available online for those who can't make it that day.

## 11. Committee Reports

- a. Tillamook Lightwave – Jim Young said he was outvoted in his plan to generate more funds for the Economic Development Commission and TLW will only provide \$30,000 for the year.

- b. Salmonberry Trail – Jack Mulder reported that there was a meeting of STIA in Tillamook on June 8. The planning stage has been wrapped up and they are being reset to move toward construction. The Salmonberry Trail Foundation has been formed but is still under the Tillamook Forest Heritage Trust until it receives the approval letter from the IRS designating it as a 501(c)(3). Michele told the board that she and Jack will be having a meeting with the City of Tillamook later in the week to discuss the fees due for the section of trail they have built between Goodspeed Park and the Hoquarton Slough. They will have to either pay the one-time \$13,000 trail development fee or sign a lease for \$37,000 per year. She thinks they will ask to have the fees waived but the board had previously agreed that they would not make any exceptions.
- c. Friends of Tillamook Air Museum (FOTAM) – Carolyn Decker reported a total of \$11,951.30 in the account. She will be stepping down as a POTB liaison since she is ending her term as a POTB commissioner, but she hopes to continue as a FOTAM director. Gerry has spoken to several people about becoming a director and had interest from a couple of them.

12. Communications

- a. Next FOTAM Meeting – Friday, June 14, 2019 @ 10:00 a.m., TAM Conference Room
- b. Strategic Business Plan Public Hearing/Board meeting – **quorum needed** - meeting with Mary McArthur of Col-Pac – **June 20, 2019 @ 6:00 p.m.** Jack will be absent but a quorum was confirmed.
- c. No First Thursday meeting July 4 due to holiday – Office closed for day
- d. July Regular Meeting – **July 16, 2019 @ 6:00 p.m.** – Audit presentation by Merina and Co.

13. Commissioner Comments: Carolyn was presented with a plaque, card and gift card in appreciation of her 8 years of service. She expressed her thanks to everyone and offered to be a source of real estate advice for the Port if needed.

Gerry asked Michele regarding follow-up from a cold call by a business that regalanizes aluminum. She said that an employee reported seeing a previously completed job that it didn't hold up and there would also be a major issue for the stormwater runoff.

Jack told Cyrus that there will be a discussion of scheduling for any first Thursday meetings to accommodate Cyrus's and Matt Mumford's work schedules.

14. Adjournment @ 7:41 p.m.