



APPROVED 4-16-19

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

TUESDAY, MARCH 12, 2019, 6:00 P.M.

POTB MAIN OFFICES – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order: @ 6:01 p.m.
Recognition of Persons Present: Commissioners Gerry Opdahl; Bob Olsen; Carolyn Decker; Jack Mulder and Jim Young
Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick
Bruce Lovelin – Friends of Tillamook Air Museum (FOTAM) board member
2. Public Comment for Items Not on the Agenda - Bruce Lovelin presented a letter to the board requesting \$50,000 for FOTAM for its capacity building project. These funds would be used as seed money to hire a part-time Executive Director/Campaign Manager (E.D./C.M.) and to update the engineering study on Hangar B. The E.D./C.M. would apply for grants and guide the board in its efforts toward raising awareness of FOTAM and its goals. The plan is to eventually have a total of thirteen directors on the board to increase the diversity of experience and skills and broaden the network of contacts for fundraising. Michele asked for details about the position. It calls for a contractor at about 10 hours per week to start and increase the hours as the responsibilities grow. Jim asked if the FOTAM E.D./C.M. position could be combined with the Museum Director position that is yet to be filled. Michele said it would be difficult to find someone with the skill set needed since there wouldn't be a lot of overlap between the jobs. Jack is concerned that there might be a lack of independent action by the FOTAM board if the positions were combined. Michele pointed out another possible conflict since the Museum Director is a POTB payroll position and the E.D./C.M. will be a contracted employee for FOTAM, a nonprofit.

The board came to a consensus to try to put a \$50,000 request on the Port's FY 2019-2020 budget to help fund the Executive Director/Campaign Manager position and update the Engineering Study. Pami will look to find and reduce other areas of operation to accommodate FOTAM. They were reminded the funds would have to be approved by the Budget Committee.

3. Consent Agenda – Motion to Approve Consent Agenda
 - a. Prior Meeting Minutes – February 19, 2019 Regular Meeting minutes were slightly amended for clarity. **Jim Young moved to Approve the Consent Agenda as corrected; Carolyn Decker seconded, and the motion carried (5-0).**
 - b. No new leases to report.
4. February 2019 Financial Report – Pami reported that the financials are incomplete due to the board meeting having been moved up a week. She created a new graph to show the amounts during the fiscal year of the various funds in the pool account and will provide a current graph with each financial report. Jack remarked that the value of the pool fund could be eroded by inflation if the interest rate isn't high enough and asked if the Port can achieve a higher rate of return by investing the funds differently. Pami mentioned that the Port will be making a principal payment on the debt service next fiscal year which will bring down the pool balance. Bob asked what rate the Port earns from its bank and Pami said she would have to check the statement. Bob would like to see the revenue at the Museum increased. Michele said that the expenses are reviewed annually, and the entrance fees are raised each year to stay comparable to similar facilities.

Jack asked if the Port was recruiting for the Museum Director position yet. Michele said a former applicant was contacted to see if he was still interested but he was unable to accept the job. Pami will list the job with WorkSource Oregon and once Michele returns from vacation, Pami will submit the listing at more places. Carolyn asked if Michele has talked to Gary Albright at the Tillamook County Pioneer Museum for advice on potential leads. Michele said she would check with Carla Albright since she is involved with the Tillamook County Historical Alliance and might have more sources.

An engaged couple has contacted the Museum to ask how their wedding guests can donate to the Museum in lieu of a gift to them. Pami told the board that the Tillamook Air Museum website now has a "Donate here" button so people can donate from home.

Jack observed that expenses are less, and revenues are higher than budgeted, so that is going well. Pami clarified a couple of line items that he questioned. He asked about the Road Maintenance Fee revenue and Pami said that the crew is still adjusting to the system for tracking their time for each department, which was reflected in the report. They are being strongly encouraged to follow the new system consistently. Gerry was concerned that part of the Road Maintenance revenue would be used for other purposes, so Pami explained how she set up the fund to prevent that from occurring.

5. Discussion and Consideration of Entering into an Intergovernmental Agreement with Managing Oregon Resources Efficiently (MORE). MORE is open to any Oregon public entity. By signing the IGA, members may share resources (equipment, materials, and services) with each other, thereby becoming more cost effective and efficient. Michele reported that the Port's legal counsel reviewed the contract and had no objections to it. **Gerry Opdahl moved that the Port of Tillamook Bay accept the terms of and enter into the Intergovernmental Agreement with the Managing Oregon Resources Efficiently (MORE) Program thereby allowing POTB to take full advantage of the services outlined therein and, in turn, saving the public money on such service. Jim Young seconded, and the motion carried (5-0).**
6. Manager's Report
 - a. Safety Meeting Report for board's information
 - b. COAR Grant submission update – Michele said that the Port's request was not selected but the Port is in line if more funds become available. Jim Young asked if there are other funds for the airport available through Emergency Resilience. Michele said she met with the new Oregon Dept. of Aviation Director the day before and they had discussed how the City of Tillamook's water lines runs under the airport runways. The Oregon Legislature is considering earmarking \$10,000,000 for resilience in Oregon airports. The hope is to receive more funds in the next biennium also. Jim wanted the Port to make sure to keep the old pipe when the City reroutes their water lines. Michele mentioned she had recently sent pictures to the City of the area at the airport where the water line is leaking so they can fix it.
 - c. Update on DEQ 1200-Z Stormwater Permit Inspection. Michele met with CHS, including their environmental expert from the Minnesota headquarters and four other representatives. Michele felt they were being proactive in addressing the stormwater issues. She will be submitting her second monthly report in the next couple of days.
 - d. OWRD – Water Rights and WMCP – Final/two permits
 - i. Possible Funding Sources – Michele met with Melanie Olson, the Regional Development Officer of Business Oregon, and applied for a \$60,000 grant for Stormwater Mapping/Planning. She will apply for another grant on July 1 for Phase II of the Water Development to see if the Port can start developing the wells for quantity and quality. She has contacted the USDA regarding a grant to add to the Water Development grant from Business Oregon for the balance of the funds needed.
 - e. Schedule 2-year work plan board workshop – A workshop to develop a list of projects to be prioritized will be held during the April 16, 2019 board meeting.
 - f. Chamber Event: How It's Done: Port of Tillamook Bay. Michele reported seventeen Chamber of Commerce members and potential members toured the Port. They were surprised at all the infrastructure

the Port maintains and the variety of businesses located within the Port area. She said they asked some really good questions.

- g. Update: Digester Operations – This week has seen some activity at the site. Regenix will be the contracted operator for the digester for Tillamook Biogas, Inc. and Cenex will provide the propane.
- h. Board vacancy update – Jack Mulder and Matt Mumford have registered to run for commissioner and Bruce Lovelin may be interested. There is still one vacancy to be filled on the Budget Committee.
- i. Staff Changes – The Port reached out to a previous applicant for the Museum Director position, but he wasn't available. The job is being advertised and the goal is for it to be filled in April. Rita Welch has stepped up to fill in for the day to day tasks. Jared Abbott has been hired for the Utilities I position working with Mike Christie. The Visitor Service Representative position is still being advertised.
- j. **Reminder** – Manager out of office March 15-30 for vacation

The Air Museum received a donation of \$100 toward the refurbishment of the Convair 880. The quote from White Eagle Restoration for painting the Convair 880 totaled \$2050.

Michele told the board that Dennis Wiley of STIA asked if they would revisit the trail development fee within the towns that build a portion of the trail. The board members didn't want to revisit the fee.

7. Committee Reports

- a. Tillamook Lightwave – Jim Young provided the audit report of Tillamook Lightwave from June 30, 2018 for the board members. He is still trying to locate a report that compares Lightwave's reliability to that of other broadband providers. The University of Washington, Hawaiki and Microsoft all land cables at TLW's site but only UW and Hawaiki use the landing station. Microsoft built its own station at another location. There is room for more cables at the landing site and the landing station location can accommodate a couple more buildings when the demand increases. In the meantime, the Nestucca Valley Community Alliance leases the property and uses it for overflow parking during periods of heavy traffic as a fundraiser.
- b. Salmonberry Trail – Jack Mulder reported that the Salmonberry Trail Intergovernmental Agency (STIA) is transitioning from planning to construction and maintenance and is being energized by some of the new people who are getting involved. It is probable that the Confederated Tribe of Grand Ronde and Washington County will be added to STIA. The Salmonberry Trail Foundation (STF) is the nonprofit formed to take over from the Tillamook Forest Heritage Trust

in the association with STIA. The division of labor between STIA and the STF and the procedure for distributing funds for construction of the Trail need to be worked out. Rockaway Beach, Port of Garibaldi and Tillamook are all interested in developing portions of the trail. Oregon Coast Trail has a stake in the area, and the Oregon Coast Scenic Railroad (OCSR) will also be involved.

1. Salmonberry Trail Winter Newsletter

- c. Friends of Tillamook Air Museum (FOTAM) – Carolyn Decker reported the bank account has \$10,948.96. Eric Brinkert wrote up a Project Charter for FOTAM as a guide in laying a foundation for its mission. Bruce Lovelin had created a Strategic Plan but liked Eric's better.

8. Communications

- a. Next Special Meeting on May 2, 2019 @ 12:30 p.m. (if needed) – confirm quorum?
- b. Next FOTAM Meeting – Friday, April 12, 2019 @ 10:00 a.m.
- c. Next Regular Meeting – Tuesday, April 16, 2019 @ 6:00 p.m.

9. Commissioner Comments – Bob asked if the old equipment parked around the Port shops have a use. He is concerned about the rust leaking into the stormwater. Michele said she would check into it. He wanted to know if there are steps the Port can take with businesses that are owner-occupied to compel compliance with the stormwater standards. Michele said that the Port has the authority under its permit to inspect their property for compliance. Bob asked about the runoff from washing vehicles on the Port property. Michele replied that wash areas will need to be covered and the runoff will have to go through an oil and water separator and into a catch basin before going into the Port's sewer system. The board discussed demolishing Building 69 and putting up a truck wash or to have a private party do the work and build the truck wash, with the Port covering the cost for disposing of the asbestos. If the Port puts in the truck wash, it could obtain a loan from the state that would include the costs from the asbestos.

Gerry asked if OCSR has worked out its issues with Corps of Engineers and EPA. Michele said she hasn't seen any update from the Corps or EPA yet, but OCSR has until December 31, 2019 to resolve the issue. He also asked about ownership of the parking lot at Parkside Restaurant in Garibaldi. Michele said that there is no record of Southern Pacific selling that area of the right of way to the Port, so the Port doesn't have a claim for any fees. Gerry asked if Merina will be involved in the budget process. Michele said they won't be.

Jim asked if any revenue in lieu of services from TLW should be reflected in the financials. Michele said that since it was formed with an Intergovernmental Agreement among PUD, Tillamook County and POTB, only expenses would have to be listed in the financials.

10. Adjournment @ 8:21 p.m.