



APPROVED 1/16/20

MINUTES

**BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
THURSDAY, NOVEMBER 21, 2019, 6:30 P.M.
POTB MAIN OFFICES – CONFERENCE ROOM
4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order @ 6:32 p.m.
Recognition of Persons Present - Commissioners Jack Mulder; Jim Young; Matt Mumford and Cyrus Javadi
Port Staff - General Manager Michele Bradley and Margaret Amick
Public - Oregon Coast Scenic Railroad members Rich Gitschlag; Jade Dye; Nick McQuade; Tim Thompson; Rachel Aldridge; Samuel Aldridge; Scott Wickert and Shayna Sheldon
2. Public Comment for Items Not on the Agenda - None
3. Commissioner Requests for Agenda Changes (New Business) - None
4. Presentation from the Oregon Coast Scenic Railroad – New Executive Director Rachael Aldridge spoke of the progress they have made in ridership and their economic impact on Tillamook County over the last few years. She told of maintenance projects they have completed and their commitment of \$50,000 per year for materials to repair bridges on the railway. Sam Aldridge told the board about their 5–10 year long-term plans include building a depot in Garibaldi and restoring the Polson 90, with \$42,000 for the Polson already raised. Rachel expressed OCSR's appreciation of the cooperation between the Port and OCSR that has helped them continue to grow and they hope for the same with STIA.
5. Discussion of Hangar B options – Aaron Palter provided a memo reporting on his research for developing a request for services to obtain a new review of Hangar B, based on the 2011 assessment. He asked for guidance on the amount of funds the Port can (will) allocate for the review; any additional items the Port may want to be included in the Scope of Work; Jack reviewed the reports from the 2011 assessment of Hangar B for the newer commissioners. The board discussed the condition of the box beams and how the doors on the south end of the hangar are inoperable due to sagging. The louvers that aided ventilation at the top of the structure have been covered with roofing materials over the years allowing moisture to collect on the wood. There was discussion of setting priorities and budgeting funds in the next Fiscal Year to begin the most pressing repairs; of reassessing the hangar; and informing the

public of its condition, with a possible goal of proposing a bond for a vote. The board directed that Aaron Palter is to follow through with finding an expert to review the 2011 report. The board will discuss the scope of the new evaluation of the building's condition, which will help determine the extent of the required repairs. The goal will be to identify the repair projects that are small enough to perform in house and those that will need to be contracted out and whether the Port, together with FOTAM, will take them on.

6. Discussion and Consideration of Creekside Environmental Report, Phase II – Environmental Update. The tenant has vacated two thirds of the property and Michele received the Phase II report on the site with recommendations for further action. The cost to perform the recommended groundwater assessment; the beneficial groundwater use survey; the contaminated media management plan; and the data evaluation is \$45,000. An additional \$83,000 would cover the costs for removing 350 cubic yards of petroleum contaminated soil. Michele is mainly concerned about metals contaminating the stormwater. She asked the board for direction on whether to proceed with any of the recommendations; also, whether to require the lease holder to share in the costs. She said that the Port would probably have to take legal action to collect, which could end up costing more than the mitigation. Jack recommended that the Port move ahead with the additional study for \$45,000. It was agreed that Michele will talk to the lease holder regarding paying the cost of mitigating the contaminated soil.
7. Discussion and Consideration of Amendment No. 3 to the Salmonberry Trail Intergovernmental Agreement and Authorization for President Mulder to sign. The amendment adds Washington County to STIA as a voting member which can potentially allow POTB and Tillamook County to be out voted on future issues. Jack believes that is unlikely since Oregon Dept. of Forestry and Oregon Parks and Recreation are state agencies and would be answerable to the whole state in their decisions. Michele and Jack recommended approval of the Amendment. **Cyrus Javadi moved to Approve Amendment No. 3 to the Salmonberry Trail Intergovernmental Agreement and Authorization for President Mulder to sign. Jim Young seconded and the motion carried 3-1, Matt Mumford opposed.**
8. Discussion of City of Tillamook Letter dated November 6, 2019. Jack followed up with Mayor Webber regarding the City's position of coming to an agreement on the compensation due to the Port for the development of the Hoquarton segment of the Salmonberry Trail before discussing a reduction in the city water rates to the Port. The Port's position is that it loses its best bargaining chip if the trail issue is negotiated first. Jack will follow up with the Mayor to inform her that there will not be an agreement on the trail until the water issue is resolved.
9. Discussion of Board Vacancy Applications – Next Steps and Process. Michele asked the board how and when they wanted to conduct interviews. After looking over the applications, it was agreed that Jack, Jim and Michele would interview each preferred candidate and make their recommendations to the full board at the next meeting. Michele will coordinate the interviews.

10. Discussion and Consideration of Consent Agenda

- a. Prior Meeting Minutes – October 10, 2019 Regular Meeting
- b. Lease Order #19-25, John Rasmussen; Bldg. 90, Units C,D,E & F; Dry Storage; 2 months
- c. Lease Order #19-26, Mark Bowman; Hangar #11; Storage; mo. to mo.
- d. Financials – October 2019 – Jack commented that he didn't have any specific concerns, that the Port was generally tracking well against the budget, and that he was pleased to see it. **Cyrus Javadi moved to Approve the Consent Agenda as Presented; Matt Mumford seconded; and the motion carried 4-0.**

11. Manager's Report - Discussion

- a. DEQ Solid Waste Permits - Landfill (#1107 and #1132) Inspections resulted in no citations. #1107 is in the 10 year closure period and will require some additional work to close. Michele recommends an early closure since the costs will just keep going up, will suggest it for inclusion in the next budget.
- b. The Tillamook County Sheriff's Dept. has increased patrols on the Port due to a rise in thefts in the area.
- c. Oregon Department of Aviation – FAA required DBE Disparity Study will be funded by FAA
- d. BPA TSR transfer is in process to be completed, possibly in December.
- e. Tillamook County RV Park – Tillamook County Health Dept. observed no violations during its semi -annual inspection.
- f. Copy of plaque from Chamber of Commerce – Member since 1979
- g. FAA letter to Sponsors on Grant Requirements: reminder/FYI
- h. SDAO Annual Conference draft schedule – February 6, 7, 8 in Seaside – Matt Mumford expressed interest in attending.
- i. POTB Assistance to Tillamook County during Courthouse evacuation by providing a venue for the Circuit Court during the closure of the Courthouse. Michele pointed out that the incident revealed the need for additional emergency planning in the county.
- j. Draft DEQ NPDES Permit Update – on the wastewater plant, went out for public comment.
- k. DEQ 1200Z Permit Update – Stormwater Pollution Control Plan (SWPCP) is still moving forward.

12. Committee Reports -

- a. Tillamook Lightwave – Jim Young – Next Meeting 11/26/19
- b. Salmonberry Trail – Jack Mulder reported that the Salmonberry Trail Foundation has been designated a 501(c)(3) by the IRS – Next Meeting 12/06/19
- c. Friends of Tillamook Air Museum (FOTAM) – Matt Mumford

13. Communications

- a. Next Regular Meeting, Joint with FOTAM board – **Thursday, December 19, 2019 @ 6:30 p.m.**
- b. Office Closed for Christmas Day and New Year's Day
- c. SDAO Legislative Session Final Report – available to board for review.
- d. October 2019 Safety Meeting Minutes
- e. Signing of Christmas cards

14. Adjournment at 9:03 p.m.