



APPROVED 2/19/19

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

TUESDAY, JANUARY 22, 2019, 6:00 P.M.

POTB MAIN OFFICES – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order: President Jack Mulder @ 6:00 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

2. Public Comment for Items Not on the Agenda: None

3. Consent Agenda – Motion to Approve Consent Agenda **(Action)**
 - a. Prior Meeting Minutes – November 1, 2018 Special Meeting; November 20, 2018 Regular Meeting; and December 18, 2018 Regular Meeting
 - b. Lease Order #19-01 Rick Rollin; Hangar #23; Storage (mo. to mo.)

In the minutes for 12/18/18, Bob questioned the use of “encroachment” instead of “easement” in referring to the fiber optic cable lease in Item 4. Michele said that the lease templates have been reviewed by the Port’s legal advisors and they said the two words are interchangeable. Bob withdrew his objection. He pointed out the omission of the second and vote in Item 6 to be corrected. **Bob moved to approve the Consent Agenda with modifications to Agenda Item #6 on December 18 to include the second to the motion and the result of the vote. Gerry seconded, and the motion carried (5-0).**

4. December Financial Report – Pami Boomer reported the budget is doing very well. The Industrial Park has more than 50% of its budget expended due to a \$29,954 payment to PUD in December 2018 that needed to be settled before the PPA could be signed. The funds are in the pool but were not contained in the budget. She pointed out that the investment pool

balance is lower than in November because she transferred the funds for the January 1, 2019 debt payment of \$153,000 and the payment to PUD. Gerry asked how much of the money in the investment pool is not earmarked for a specific purpose and Jack asked for a breakdown of the funds. Pami listed the different uses for the funds and said that just under \$60,000 of the investment pool is uncommitted.

5. Discussion and Consideration of DRAFT MOU between Tillamook County, Oregon Parks and Recreation Department, Washington County Visitor's Association, the Confederated Tribes of Grand Ronde, and the Port of Tillamook Bay to govern the Administration and Transfer of Funds to the Oregon Department of Forestry for contracted services for Salmonberry Trail Support Services, with General Manager to sign. Follow up to the previous discussion of paying a portion of the administration costs for STIA. **Jim moved to Approve the MOU for \$3000 and Authorize the General Manager to sign. Gerry seconded, and the motion carried (5-0).**
6. Discussion of May 2019 Election – The POTB Commission Election registration timeline is from February 9 through March 21, 2019. There is a \$10 filing fee. Jack Mulder (Position #1) will be on ballot; Carolyn Decker (#2) and Bob Olsen (#3), will not be serving another term. Michele asked the commissioners to think of suitable candidates and then to sound them out about running. The board will work on finding potential candidates.
7. Discussion and Consideration of Amending “Resolution 2018-2019 #1 Business Matters Appointment and/or Authorization” Regarding TPUD Line Extension Agreements. The General Manager currently signs the Agreements required for new electrical hook ups on the Port property. It was suggested that a resolution was needed to give her the authority to do so but the board concluded that she already has it in her capacity as Manager. **No action needed.**
8. Manager's Report
 - a. Safety Meeting Report – For information
 - b. Copy of Letter to Denis Schmitz – no response from tenant regarding non-extension of his lease past July 31, 2019. Upon Jack's suggestion, it was agreed that the Port will perform an Environmental Phase 1 on the property when it is vacated. Port staff will monitor the property for hazards during the next few months to be proactive for violations.
 - c. Email from Gus Meyer regarding Port's 1200-Z permit and Michele's response – For information
 - d. SDAO Board Member Spotlight, from *SDAO Newsletter* – Profile of Michele Bradley

- e. Article from “1859 Magazine” on Tillamook Air Museum and Hangar B with a link to the TAM website.
- f. Update: DEQ 1200-Z Stormwater Permit Inspection 12/13/2018 – Waiting for the inspection report.
- g. Update: YMCA space in #59 – Lease is being revised at \$300 per month plus Utilities and Fees.
- h. Update: Digester Operations – The lease amendment has been fully executed; Biogas is to pay balance due on their account for utilities and have the PUD meter transferred to them. The Port will give notice to PUD per the PPA for when they plan to start up. They expect to start hauling manure in March and are planning to produce compressed natural gas for truck fuel. There will probably be a new PPA in place before they reach that goal.
- i. Annual Payment from OCSR – first check on 1/22/19 was for \$50,558 based on 2018 ridership. They requested to make quarterly payments in future which will require an amendment to the lease. Bill Devlin is retiring as the Business Manager in April 2019.

9. Committee Reports

- a. Tillamook Lightwave – Jim Young reported the Contract Operator gave a training class at the meeting earlier in the day regarding their system. Jim asked them for a report on their outage rates. TLW contributed \$30,000 to the County for one half the salary for full time economic developer Terry Cooper. Now the County has a full time Small Business Development Council and a full time Economic Developer. Michele would like to see Terry promote the Opportunity Zone in Tillamook County.
- b. Salmonberry Trail – Jack Mulder
 - i. Draft STIA Letter to the Metro Council asking to share in the funds from a proposed Bond Measure that would raise money to improve open spaces and trails in the region. The request would be used for the Valley Segment Loop project from Manning to Buxton through Stub Stewart State Park.

Regarding funding, there is a draft set of by-laws for a new Salmonberry Trail Foundation to take over fundraising from the Tillamook Forest Heritage Trust. The Trust will stay with the Forest Center and Recreation and State Forest, and the Salmonberry Trail will have its own Foundation. He received an email about a Salmonberry Trail meeting in Rockaway Beach next week, but it wasn't organized by the Coastal Segment Committee. He will look into it.

Bob asked if the Port has plans for the money received from STIA once they develop the Valley Segment Loop. Michele said that is something that should be covered in the Strategic Business Plan

discussions, whether to use the funds for new construction; or to improve current structures to be able to charge higher rents. Other suggestions were to put it in savings or use it to develop the water system.

- c. Friends of Tillamook Air Museum (FOTAM) – Carolyn Decker reported that the non-profit number still has not been received from the IRS and will be delayed further because of the government shutdown. She told how Grant Writing and Fundraising Consultant Eric Brinkert had previously provided the board with some questions that would give him a better idea of what they want to accomplish and how they want to get there. Eric will be attending another meeting to help move things along. Carolyn reported that the FOTAM bank account currently contains \$10,708.52 collected from donations at the Air Museum. Michele will not be at the next FOTAM meeting.

10. Communications

- a. No Special Meeting on February 7, 2019 – Schedule conflict
- b. Next FOTAM Meeting – February 8, 2019 @ 10:00 a.m.
- c. Next Regular Meeting – Tuesday, February 19, 2019 @ 6:00 p.m.

11. Executive Session per ORS 192.660 (2) (e) to Discuss Real Property and 192.660 (2) (i) to Review and Evaluate the Performance of a Public Employee: Recessed Regular Meeting and entered Executive Session @ 7:51 p.m.; Exited Executive Session and Resumed Regular Meeting @ 8:50 p.m.

12. Commissioner Comments: Bob asked whether the job descriptions and pay scale that Aaron Palter is working on was completed by the end of December. Michele said it is still in process and explained that this was comparing the Port's information to that of other government entities in the state. She assured him that the Port completed the requirements of the Wage Equity Law before it went into effect on January 1, 2019.

13. Adjournment: Jack @ 8:57 p.m.