



APPROVED 1/19/16

**BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
TUESDAY, DECEMBER 22, 2015, 6:00 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM
4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order: by Commissioner Olsen @ 6:00 PM
Recognition of Persons Present:
Commissioners Bob Olsen; Carolyn Decker; Jack Mulder and John Lewis. Absent: Jim Young
Port Staff: General Manager Michele Bradley; Office Administrator Pami Boomer; Aaron Palter; Margaret Amick
Nick Zwald; Heather Taksdal – Zwald and Taksdal, LLC and Zwald Transport
Kristine Hayes – Rockaway Beach Chamber of Commerce
Public: Gus Meyers
2. Public Comment not on Agenda: Gus Meyer inquired regarding the height of the I-beams installed during the repair on the Hwy 6 Railroad overpass. He was informed the beams are 6 inches higher but as an added safety factor the ODOT clearance signs read the old height.
3. Consent Agenda
 - a. Prior Meeting Minutes –Regular Meeting 11/17/15 and Special Meetings 12/3/15 and 12/15/15
 - b. Lease Order #15-19 Zwald and Taksdal, LLC, Building 11, Unit H for warehousing and storage; three year with 3% annual increase.
Com. Mulder moved to approve the Prior Meeting Minutes from Regular Meeting 11/17/15; Special Meetings 12/3/15 and 12/15/15 and the Lease Order #15-19 Zwald and Taksdal, LLC, Building 11. Com. Decker seconded, motion passed (4-0); Commissioner Jim Young absent
4. Discussion and Consideration for POTB to Sponsor Rockaway Beach Chamber of Commerce's Application for TLT funds for New Roof on Chamber Building in POTB ROW – Kristine Hayes, RB Chamber of Commerce explained the application for a Transient Lodging Tax funds grant requires sponsorship by a municipality. The grant money will be used for the Chamber red caboose which needs a new roof and to be painted. **After discussion, Com. Lewis moved to approve the POTB Sponsorship of the Rockaway Beach Chamber of Commerce's Application for TLT funds for New Roof and associated improvements on Chamber Building (caboose) in POTB ROW. Com. Mulder seconded, motion passed (4-0) Com. Young absent.**

5. Discussion of November 2015 Financials – Pami Boomer, Office Administrator reported losses in all departments except Industrial Park. Still working on revenue sources; reviewing road maintenance fund; water rate review; farmland rate. The museum is attempting to increase attendance but being hampered by the bad weather. There have been cuts in hours and personnel until business increases. The transition payments to Erickson group will end after the December & January payments so then those funds will stay with the Port.

The local farmers are buying any excess fiber from the digester that NCS is not taking and income is up significantly from last November. There have been sales of the stored fiber which are expected to continue. Com. Olsen asked how the recent wet weather affected the moisture level in the manure. Ms. Bradley stated the manure was wetter and the electricity output was decreased slightly due to the lack of solids.

- a. Priority Workshop – set date prior to budget workshop – Ms. Bradley will review her schedule & email commissioners with suggested dates.

6. Committee Reports

- a. Tillamook Lightwave – Tabled
 - b. Salmonberry Trail – Commissioner Mulder reported that at the first meeting of the IGA for the Salmonberry Trail they accepted the Confederated Tribes of Grande Ronde as a new ex-officio member of the Board. They also hired Dennis Wiley as the Project Manager who will continue to gather funds to support further fund raising activities. Ms. Bradley reported on a meeting of a subcommittee of the Governance Board. The main goal of the meeting was to develop suggestions regarding the ownership of sections of the Trail upon completion. There are a lot of issues still to be worked out among the groups involved in the implementation of the plan and some miscommunication regarding the timelines of the development of parts of the trail.

7. Southern Flow Corridor Landowner Preferred Alternative Project Update; and Next Steps – Aaron Palter, Project Coordinator, reported extensively on the progress and future responsibilities of the various parties involved in the project. He exhibited a timeline of the steps required for the project to be completed in one season. Com. Olsen is concerned that the POTB is responsible for the project. Mr. Palter explained since the Port is the applicant and receiver for the FEMA funds then it is responsible for fulfilling the requirements of the grant. The POTB will be involved in the development of a plan for annual maintenance activities; periodic maintenance requirements; who is responsible and provides for necessary reporting & documentation (all to be done after completion of the project). There is a previous management plan that will be updated with the main partners being Tillamook County, ODFW & USFW. He stated that there may need to be an updated IGA or MOA to address some of the issues regarding the project and maintenance plan. The Board will need to schedule some time in January to clarify some of the terms of the agreement.

8. Discussion and Consideration of Inadvertent Discovery Plan for the Southern Flow Corridor Project (FEMA 1733-DR-OR PW957) – Aaron Palter, Project Coordinator
Com. Lewis moved to vote on an agreement and sign the Inadvertent Discovery Plan for the Southern Flow Corridor Project (FEMA 1733-DR-OR PW957). Com. Decker seconded, motion passed (4-0) Com. Young absent.

9. Manager's Report

- a. Notice of Decision – CUP for Helping Hands – passed
- b. Digester DEQ Permit #1550 Status-
Is supposed to go out for review the week of 12/21/15. Com. Mulder told of an extensive backlog at DEQ due to shortage of staff there.
- c. Rail Storage Update-
The contractor is improving the rail and bed in preparation for the cars. The liability insurance requirements for the POTB may affect the agreement.

10. Communications

- i. Next Special Meeting – January 7, 2016, 12:30 pm - **Planning Workshop with Kyle Kearns/RST**
- ii. Next Regular Meeting - January 19, 2016 6:00 pm (**confirm quorum**)

11. Commissioner Comments - None

12. Adjournment – Com. Olsen @ 7:43 PM