



APPROVED 11/17/15

**BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
TUESDAY, OCTOBER 20, 2015, 6:00 P.M.
MINUTES**

1. Call to Order: Commissioner Young called the meeting to order at 6:03 pm
Recognition of Persons Present: Commissioners Jim Young; Carolyn Decker; Bob Olsen and Jack Mulder
Staff: Michele Bradley; Phyllis Rice and Margaret Amick
Public: Gus Meyer
AGRA: Del McGill
Berkshire Hathaway: Valerie Schumann
Alan Evans: Helping Hands Re-Entry
Tillamook Pilot's Association: Harold Schild

2. Public Comment for Items not on Agenda:
Del McGill of AGRA is tasked with increasing the sales of fiber from the digester. He expressed the opinion that the fiber from the POTB digester is superior to any he has seen. When asked why by Commissioner Mulder, he stated that it was because the nutritional value of the manure brought in from the local dairies was consistent.

Tillamook Pilot's Association Comments:

Harold Schild reported the TPA would like to install a Unicom radio and outdoor speakers bought by them for use during times when the airport attendant is outside of the FBO doing maintenance or fueling. They would like to be able to help pilots in the air asking questions or needing assistance. Ms. Bradley expressed the port's concern about liability if someone not employed by the port was to give inaccurate information but will consult with airport staff for feedback, per commissioner request.

Mr. Schild also expressed the desire of many of the ultralight and sports plane owners to have non-ethanol gasoline available on the port. There was discussion as to the amount of demand. The subject of single point fueling was also brought up, with further action to be pursued.

3. Consent Agenda
 - a. Prior Meeting Minutes –Regular Meeting 09/22/15 with corrections and Special Meeting 10/06/15.
 - b. Lease Orders
 - i. Lease Order – 15-15 Astound Broadband, Fiber Utility Crossing at RR MP 840.9 in Rockaway Beach. \$2,000 annually, plus fees and annual 3% increase

- ii. Lease Order – 15-16 Jeremy Saldate (Harmonium, LLC and Area 99), Building #19 (Main Office), Suite 320. 5 year lease; tenant improvements for rent credit; 350 SF at \$0.85/SF; annual 3% increase

Commissioner Mulder moved to approve the Consent Agenda with the correction made to the minutes. Commissioner Olsen seconded the motion. Motion passed (4-0); John Lewis absent.

4. Discussion of POTB Application for Transient Lodging Tax Grant Funding – Commissioner Olsen
Commissioner Olsen reported that in January 2016 \$230K will be available for grants and would like the port to apply for \$40K for the transportation costs of acquiring more planes from the Navy to display at the TAM. Commissioner Young inquired about the possibility of also applying for a TLT grant to repair the roof Hangar A. Ms. Bradley explained the current restrictions on the grants available and reported that there are some changes being proposed in how the funds can be dispersed. Ms. Rice agreed to look into applying for a TLT grant for movement of aircraft.
5. Discussion (Continued) - Road Maintenance Fund Development; Review of DRAFT Ordinance and Resolution Requested From a Prior Meeting:
Further discussion continued to the November 5 Special Meeting or the November 17 Regular Board Meeting due to the unavailability of Aaron Palter.
6. Discussion and Consideration of Resolution 2015-2016 #3 In the Matter of Accepting Offer from State Of Oregon Department of Transportation (ODOT) in the Amount of Eighty-Two Thousand Eight Hundred (\$82,800) Dollars For Partial Acquisition of Property in Fee Simple Ownership and a Permanent Easement on Port Property for Drainage Facilities for US101 @ OR6 (Tillamook) Improvement Project **(Action):**
After discussion, the Board and the Port Manager agreed the price was acceptable. **Commissioner Mulder moved to pass and accept Resolution 2015-2016 #3 In the Matter of Accepting Offer from State Of Oregon Department of Transportation (ODOT) in the Amount of Eighty-Two Thousand Eight Hundred (\$82,800) Dollars For Partial Acquisition of Property in Fee Simple Ownership and a Permanent Easement on Port Property for Drainage Facilities for US101 @ OR6 (Tillamook) Improvement Project. Commissioner Olsen seconded. Motion passed (4-0); John Lewis absent.**
7. Discussion and Consideration of Resolution 2015-2016 #4 In the Matter of Declaring Port-Owned Property as Surplus and Directing the Manner in Which It Is To Be Disposed **(Action):**
Commissioner Mulder moved to accept Resolution 2015-2016 #4 In the Matter of Declaring Port-Owned Property as Surplus and Directing the Manner in Which It Is To Be Disposed. Commissioner Decker seconded, Motion passed (4-0); John Lewis absent.
8. Discussion and Consideration of final Purchase and Sales Agreement between POTB and Helping Hands **(Action):**

Val Schumann pointed out parts of the agreement that were confusing and needed clarification - Ms. Bradley will have the attorney revise it. The goal is to close the sale within a week. Alan Evans of Helping Hands reported on repairs made so far to mitigate ongoing water damage. He also told of his progress on dealing with the lead and asbestos hazards. Helping Hands has agreed they are responsible for any repairs performed before closing and for obtaining all permits for the restoration. The Board is agreeable to expediting the closing to allow HH to proceed on schedule. Ms. Schumann asked the Board to consider paying all of the closing costs, but no decision was made.

9. Discussion and Consideration of Annual Employee Holiday Appreciation for Thanksgiving and Christmas **(Action):**

After discussion, **Commissioner Decker moved to approve awarding each POTB employee \$25.00 for Thanksgiving and \$100.00 for Christmas. Commissioner Mulder seconded, motion passed (4-0); John Lewis absent.**

10. Committee Reports

a. Tillamook Lightwave – Commissioner Young

Jim Young reported signing the contracts between Tillamook Lightwave, CoastCom and Hawaiki Cable Ltd providing access to the infrastructure and connectivity needed to connect to Hillsboro.

b. Salmonberry Trail – Commissioner Mulder

Jack Mulder credited Oregon Solutions for helping the process go smoothly by coordinating between all the parties involved. The focus at this time is regarding issues of ownership, including rights of way. There was further discussion regarding selling the unneeded rails.

11. Manager's Report

a. Thank you notes

Lisa Sumption – Oregon Parks and Recreation

Melanie & Ted Menold – rented Officer's Mess for Memorial Service

b. Update: OCSR Planning – Garibaldi Site

Ms. Bradley described OCSR's proposal for moving the railcars on display and constructing two buildings to house a ticket office, meeting rooms and a covered waiting area next to the POTB right of way.

c. Update: OCSR Repair of slough trestle

The repairs are almost completed.

d. Update: Joseph Branch Railriders

OCSR will be interfacing with JBR to work out logistics for allowing the pedal powered rail cars.

e. Update: Highway 6 Railroad Bridge

Ms. Bradley expects to sign the contract on 10/21/15 with work beginning approximately in mid-November.

- f. Staff Trainings – Effective Safety Committee, Cultural Diversity and HR 101, Sexual Harassment*; Encouraging Safe Behavior*, Supervisor Training (Marijuana, Check the Box, Sick Leave), Workplace Bullying, Workplace Ethics. Upcoming: GHS (former MSDS) Training
By holding the training sessions POTB saves 2% on its insurance premiums.
12. Executive Session per ORS 192.660 2(e) to discuss Real Property Transactions, if needed.
Not needed.
13. Communications
 - i. Next Special Meeting – November 5, 2015, 12:30 pm **(confirm quorum)**
 - ii. Next Regular Meeting - November 17, 2015, 6:00 pm
 - iii. December Regular Meeting – December 22, 2015, 6:00 pm **(confirm quorum)**
14. Commissioner Comments

Carolyn Decker announced her church will be providing a free lunch for Veterans at the Swiss Hall on November 11, from 1 – 3 pm. Phyllis Rice added that the Museum Café will be serving a no host breakfast that morning from 7:30 – 10:30 am and there will be a Veteran’s program at the Air Museum from 10:30 am – 1:00 pm.

Bob Olsen asked how the new POTB website was coming along and expressed concern that the port should be diligent in maintaining it often. Ms. Bradley stated that it will be replacing the current one any day now and that it will be set up so the port can update it as needed.

Jack Mulder informed the Board about how the Port is the largest user of water from the City of Tillamook but has the lowest portion of upkeep and repairs. He feels the Port should not be subsidizing the costs for the City’s other customers and should be getting a discount on the water rates.
15. Adjournment 8:17 pm