



APPROVED 06/19/18

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

TUESDAY, MAY 22, 2018, 6:00 P.M.

POTB MAIN OFFICES – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order: 6:02 p.m.

Recognition of Persons Present: Commissioners Bob Olsen; Jack Mulder; Gerry Opdahl; Carolyn Decker and Jim Young

Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick

OPEN BUDGET HEARING: 6:04 p.m.

2. Public Comment on Budget - None

CLOSE BUDGET HEARING, CONTINUE REGULAR MEETING: 6:06 p.m.

3. Consideration of POTB Budget and Tax Rate for Fiscal Year 2018-2019 per POTB Resolution 2017-2018 #6. Pami reported making a couple of date errors in the budget published in the newspaper. The fiscal year was stated as 2017-18 and the proposed budget year start date read July 1, 2019. The figures in the budget were correct so there were no revisions needed there. She also listed the resolution date as 2018-2019 #6 and corrected it before the vote to approve. **Jim Young moved to Approve the POTB Budget and Tax Rate for Fiscal Year 2018-2019 per POTB Resolution 2017-2018 #6 as Amended. Jack Mulder seconded, the motion carried (5-0).**

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

5. April 2018 Financial Update – Pami Boomer reported that there should be 17% remaining in the budget as of this point and it is on track except for the railroad, which is over budget due to unplanned track work completed at Banks. Pami will be doing an appropriations transfer to the railroad using Air Museum funds for personnel that were budgeted and not used.

6. Consent Agenda – Motion to Approve Consent Agenda
 - a. Prior Meeting Minutes – Special Meeting April 12, 2018; Regular Meeting April 17, 2018
 - b. Lease Order #18-16 Melissa Loski; Parking; annually
 - c. Lease Order #18-17 PS Trucking, Inc., DBA Pro Truck Lines; Parking; mo. to mo.
 - d. Lease Order #18-18 Eugene & Nancy Braukman; MP 842.75 Access; mo. to mo.
Jack asked about the retaining wall and Michele said the wall is to reinforce the bank underneath the house's deck to prevent a collapse onto the right of way.

- e. Lease Order #18-19 Hans Hoppe; Hangar 32; Storage; mo. to mo.
- f. Lease Order #18-20 Mark & Kimberly Crandall; MP 785.0; Crossing; annually
- g. Lease Order #18-21 Helping Hands; Bldg. 11 Unit B; Storage; mo. to mo. *Gerry asked about the in kind payment for the rent on Unit B. Michele explained that Helping Hands is redoing their siding and windows and needed to store the windows in Unit B until they are ready to reinstall. Helping Hands will clean out Unit B and will provide some of their clients for community service doing landscaping, maintenance and repairs around the Port. The in kind agreement is for 1 year and will be revised to standard rent after that.*
- h. Lease Order #18-22 Tillamook BioGas, LLC.; Bldg. 53B Digester Facility; Digester Operations; 48 months w/option for three 48 month renewals

Jack Mulder moved to Approve the Consent Agenda with the Modification of Lease Order #18-18 (Item f) to State “annually” instead of “mo. to mo.” Carolyn Decker seconded and the motion carried (5-0).

7. Discussion and Consideration of Forming Ad-Hoc Committee for Employee Benefit Review - There was a consensus to direct Michele to form a Manager’s committee consisting of Port staff and no more than 2 commissioners. By not having a quorum the committee wouldn’t be required to have public meetings which would allow for freer discussions. Bob Olsen and Jim Young agreed to serve on the committee and Michele will find interested participants among the staff. The committee will review the Port’s wage structure and benefits and submit feedback prior to the drafting of the next budget. Michele suggested meeting monthly for the nine months before the next budget is put together. Pami suggested the first meeting should define the purpose and goals of the committee and the values considered in the decisions to be made. Jim expressed his belief that since the Port has a goal of attracting businesses that pay family wage jobs, then the Port should strive to do so itself. Michele and Pami will compile job and wage information from other Tillamook County agencies to compare with the Port’s.
8. Committee Reports
 - a. Tillamook Lightwave – Jim Young had nothing to report since the meeting was canceled.
 - b. Salmonberry Trail – Commissioner Mulder reported that the Tillamook Forest Heritage Trust is ramping up the fundraising for the first sections to be built. There will be transitioning of staff as there are several people who are retiring in the next 6 – 18 months. \$15,000 was awarded to the Salmonberry Trail project for a study of the section between TCCA and the City of Tillamook. The Trail will go through TCCA’s parking lot and across Latimer Rd. using a crosswalk constructed by TCCA for visitors to the Creamery. There are 3 trails with routes following along the Oregon Coast: the Salmonberry Trail; the Oregon Coast Trail and the Oregon Coast Bike Route. ODOT is involved with the latter two trails and has expressed interest to STIA in developing specific sections cooperatively for safety issues.

Jack reviewed the POTB/STIA Use Agreement Review Process with the Board. He provided a handout and explained the 3 categories of agreements and how they would be reviewed between POTB and STIA and then resolved.

Jack also described how the Governing Board is structured and how decisions are made. The four partners in the IGA are all signatory members of STIA: Oregon Parks & Recreation Dept.; Oregon Dept. of Forestry; Port of Tillamook Bay and Tillamook County and there are seven Ex-Officio members. All eleven members have to come

to an agreement on a proposal or it goes to a vote of the four signatory members. If there is a tie among the four, the proposal dies. It has been suggested that STIA may need to change its organizational structure as it moves forward and Jack asked the Port Board to express their thoughts on what changes (if any) they would like to see. Jim said he would not like to see the balance changed to the Port's disadvantage and that was the consensus of the Board.

Jack forwarded a request from Ross Holloway of the Oregon Dept. of Forestry telling about a Masters student from Portland State University who proposed a project on collaborative governance. The student's project would evaluate the current STIA governance system, assess the effectiveness of the system and make recommendations for transitioning from Planning to Construction. Ross is asking the STIA Board member organizations to collectively provide \$5000 - \$6000 as a stipend for the student while she works on the project. The Port Board agreed that even though they fully support the Trail, Port funds should be used for the Port.

- c. FOTAM – Carolyn Decker reported there was no meeting in May since the nonprofit ID number is still in process. She and Gerry Opdahl opened the checking account at TLC/Fibre Federal Credit Union and she has asked the rest of the FOTAM board members to stop in and sign the signature card.

9. Manager's Report

- a. Brownfields Awards – Awarded to Tillamook County for Southern Flow Corridor Project (attached)
- b. 2017 PERS 100% Reporting Star recognition (attached) - FYI
- c. Update: Digester and Tillamook Biogas (TBG) lease has been signed. Both DEQ permits are in transfer status and are trying to get the County to agree that the Land Use Compatibility doesn't need to go through the conditional use again. PGE sent a notice of termination notifying the Port that it is in default of the Power Purchase Agreement (PPA). Tillamook BioGas will have to negotiate its own PPA with PUD or PGE. Michele asked the Board if they would be comfortable with the Port amending the PPA with PUD as the owner and having a separate agreement with TBG so that the digester can begin operations. The Board reached a consensus to negotiate an amended PPA with PUD.
- d. Thank you letter: 2018 Charity Drive/Sophomore Class (attached) - FYI
- e. OBDD Regional Infrastructure Grant Application (attached) – Michele has applied for this grant for clearing, grading, installing a security fence and possibly paving on the lot to be used by the truck driving classes from Tillamook Bay Community College.
- f. Review of ACS (WCI) Fiber Optic Lease Renewal Option (attached) – The renewal has a revised lease amount that reflects the distance corrected from the original 64 miles to over 80 miles. When POTB sold Werner's a 750 foot long section of the right of way in 2010 the purchase also included under the ground with the Port retaining an easement for rail operations. Werner's wants their portion of the lease fee for a total of \$220 per year. The Board decided that the Port will collect only its portion per year from ACS and have Werner's enter into a separate agreement with ACS for the \$220 per year. **Jim Young moved to allow Werner's to receive payment from ACS directly and that the Port is not involved in receiving the money and passing it on within the Renewal Agreement with ACS. Jack Mulder seconded and the motion carried (5-0).**

10. Communications

- a. Next Special Meeting – Thursday, June 7, 2018 @ 12:30 p.m., if needed
- b. Next Regular Meeting - Tuesday, June 19, 2018 @ 6:00 p.m.
- c. Next Strategic Business Plan Meeting: July - TBD

11. Executive Session – The Board will now recess to Executive Session as authorized by ORS 192.660 (2)(e) for Real Property Transactions. *Recessed Regular Session & entered Executive Session @ 8:13 p.m. Closed Executive Session & Reentered Regular Session @ 8:47 p.m.*

12. Commissioner Comments: Gerry Opdahl asked about the status of the sale to Parkside. Michele said she has not received a reply from her last email to Union Pacific. Gerry then asked about selling property to Chris Dials instead of leasing it to him. Jack prefers to extend the lease and told of how the Port of Portland buys property on the periphery of the core and resell it but keeps the core whole. Michele said that the Port has considered splitting the costs with Chris of developing the parcel since at the end of the lease the Port will own the building. Most of the Board still prefers to keep the core of the Port whole. Gerry asked if the RV Park is available for sale and Michele said that isn't off the table. There was more discussion of which areas of the Port would be available for sale, for what purposes and under what circumstances. Per the Port's Future Land Use Plan, property sales will be considered on an individual basis.

13. Adjournment @ 9:00 p.m.