



**APPROVED 1/22/2019**

**MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**TUESDAY, DECEMBER 18, 2018, 6:00 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM**

**4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order @ 5:55 p.m.  
Recognition of Persons Present: Commissioners Gerry Opdahl; Bob Olsen; Carolyn Decker; and Jack Mulder. Jim Young absent.  
Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick  
Gus Meyer, Port Taxpayer
2. Public Comment for Items Not on the Agenda – Gus Meyer said, “Happy Holidays and a very Merry Christmas to all!”
3. Consent Agenda – Motion to Approve Consent Agenda
  - a. Prior Meeting Minutes – October 23, 2018 Regular Meeting
  - b. Lease Order #18-32; Breanne Schaap; Bldg 91, Unit A; Manufacturing Wallpaper; mo. to mo.  
Previous tenant War Sport vacated and was released from the balance of lease.  
**Carolyn Decker moved to Approve the Consent Agenda, Bob Olsen seconded, and the motion carried, (4-0). Jim Young absent.**
4. November Financial Report – Jack told Pami of speaking with Michele about having sort of a simplified “scorecard” for the financials that would give a snapshot of the departments each month. He has put together a draft and will send it to her as a starting point. Jack suggested tracking the fuel sales for the airport and Pami could get suggestions from the board of what information would be of interest to them.

Pami told the board that overall the budget is on target at 59%. Bob asked about why the Railroad revenue is the highest of the departments and Pami explained that the annual encroachment fees for the fiber optic cable plumps up the total for the year. Bob asked whether it is lumped in with

the switching fees and was told no, those are a separate line item. There was discussion of selling assets versus borrowing funds to develop buildings.

5. Discussion and Consideration of Resolution 2018-2019 #3 In the Matter of Setting Fees for the Port of Tillamook Bay Road Maintenance Program – Michele reported on the process for setting the fees for the Road Maintenance Program and reviewed the spreadsheet that broke down the fees by category. **Bob Olsen moved to Approve Resolution 2018-2019 #3 In the Matter of Setting Fees for the Port of Tillamook Bay Road Maintenance Program. Carolyn Decker seconded, and the motion carried, (4-0). Jim Young absent.**
6. Discussion and Consideration of TC-20 Settlement Agreement from Bonneville Power Administration (BPA). Agreement regarding wheeling fees to BPA that is required from all transmission customers. **Gerry Opdahl moved to Approve TC-20 Settlement Agreement from Bonneville Power Administration (BPA) and to Authorize Michele Bradley to Sign. Carolyn Decker seconded, and the motion carried (4-0). Jim Young absent.**
7. Discussion and Consideration of Letter of Support to the City of Wheeler for Gervais Creek Drainage Project, and Permission for Board President to Sign. The City of Wheeler applied to FEMA for funds to repair damage to the creek drainage adjacent to the Railroad right of way. **Bob Olsen moved to Support the City of Wheeler Gervais Creek Drainage Project by a Letter of Support Signed by the Port Board President. Carolyn Decker seconded, and the motion carried, (4-0). Jim Young absent.**
8. Discussion of Consultant Follow Up on Self-Supply of Water (Phase II). GSI provided a summary of the costs involved in evaluating the feasibility of developing the Port's water resources. The report offers options based on the scope of the work GSI would perform. If the Port wants to look into the quality of its water supply, the cost of drilling one well is \$65,000, with the second well an additional \$50,000. Support options ranged in price from \$25,000 for Advisory Support; \$50,000 for Limited Support; or \$75,000 for Full Support. The board came to a consensus for Michele to contact Business Oregon for information on funding sources for one well with the Limited Support option. It is expected that the water would just need chlorine residual treatment.
9. Discussion and Consideration of Request for \$3,000 to Contribute to Administrative Funding for STIA (Salmonberry Trail). The board decided that, as a voting partner, the Port should share in the administrative costs of the agency. **Gerry Opdahl move to Approve the of Request for \$3,000 to Contribute to Administrative Funding for STIA**

**(Salmonberry Trail). Bob Olsen seconded, and the motion carried (4-0). Jim Young absent.**

10. Manager's Report

- a. Water Management and Conservation Plan review from OWRD – OWRD wants more information how projected growth of the Port will affect water use. Will have GSI follow up. No action needed by the board at this point.
- b. SDAO Annual Conference – Interest from board to attend? In Sun River in February 2019
- c. Oregon Coast magazine – Article on the Model Room at the Tillamook Air Museum
- d. TBCC Foundation Newsletter – Article on CDL Class put on by college with driving space at POTB
- e. Thank You from THS Volleyball Team for providing area for team building activity
- f. November Safety Meeting Report – no accidents
- g. DEQ Stormwater Permit 1200Z inspection 12/13/2018 – what to expect (verbal) – Michael Kennedy inspected Port facilities. He approved of record keeping by Mike Christie. Improvements needed within next year include but are not limited to: better mapping of system; monitor tenants' storm water; educate tenants on run off; daily visual testing and removing sources of contamination (old machinery, etc.).
- h. Tillamook Air Museum was successful in obtaining a TLT Marketing Grant for \$7,023.44 for signage.

11. Committee Reports

- a. Tillamook Lightwave – Jim Young absent
- b. Salmonberry Trail – Jack Mulder spoke of how STIA is looking at changes going into 2019. The Tillamook Forest Heritage Trust has the wrong type of 501(c)(3) to qualify for some large grants. STIA will need to find or form another 501(c)(3) to avoid missing out on funding from these groups interested in donating to them. Also, a group has been formed to consider recommendations made by a graduate student from Portland State University on how to transition the board. There are a couple of retirements coming up of key people in the group. Jack talked about the progress being made on the east segment of the trail and how he would like to see more happening on the coast segment by partnering with Oregon Trail and Cycle Oregon, especially along the Barview section.
- c. Friends of Tillamook Air Museum (FOTAM) – Carolyn Decker reported \$10,588.89 in the Bank account. Eric Brinkert, a consultant in grant writing and fundraising, spoke to the board and offered advice on how to organize their ideas and to decide what they want to accomplish with FOTAM. Gerry Opdahl reported a sum of about \$1,500,00 for

coating the roof of Hangar B. He emphasized the need for a strategy for a media blitz.

12. Communications

- a. Port offices closed December 24 & 25, 2018 in observance of Christmas
- b. Port offices closed Tuesday, January 1<sup>st</sup> for New Year's Day Holiday
- c. Next Special Meeting – Thursday, January 3, 2019 @ 12:30 p.m., (if needed)
- d. Next FOTAM Meeting – January 11, 2019 @ 10:00 a.m. (if needed)
- e. Next Regular Meeting – Tuesday, January 22, 2019 @ 6:00 p.m.
- f. Thursday, February 7, 2019 Special Meeting Canceled – SDAO Conference.

13. Executive Session per ORS 192.660 (2) (e) to Discuss Real Property –

7:77 p.m. Regular Meeting recessed for break

8:03 p.m. Executive Session opened

9:07 p.m. Closed Executive Session

9:08 p.m. Reopened Regular Meeting

14. Commissioner Comments: None

15. Adjournment @ 9:08 p.m.