



July 22, 2024

To: All Port of Tillamook Bay Tenants and Road Users

From: Michele Bradley, General Manager

Re: Port Resolution 2023-2024 #7 – Port of Tillamook Bay Transportation Utility Maintenance Program.

On November 1, 2018, the Port of Tillamook Bay Board of Commissioners adopted Ordinance #8 creating the Port of Tillamook Bay Road Maintenance Program for the purpose of maintaining a safe, functioning Industrial Park Road system. As of May 15, 2024, the Board of Commissioners adopted an Amendment to this Ordinance to expand the program into now what is called the Transportation Utility Program.

This program has now been updated to include additional areas across the Port to benefit others, not just inside of the Industrial Park. Its purpose is to continue to support and improve the Port roadways and transportation systems throughout the whole area.

This program is designed as a cost share program and is separated into sections determined by overall transportation use. The original sections have been Residential, Office, Warehousing, and Industrial, and now an additional section for Airport. As reference to this program, enclosed is a copy of Resolution 2023-2024 #7 and Exhibit A explaining the cost share in more detail.

The fee line has been on the monthly rent invoices for most tenants for quite some time and will now include our tenants in the Airport section as well.

Effective August 1, 2024, all Port leased tenants will see the Transportation Utility Maintenance Program fee (Fee) applied to your invoice. This fee will automatically increase annually every July according to the annual Consumer Price Index, Portland, with a floor of 1.5% and a ceiling of 3%.

We continue to strive to improve our overall systems (roadways, utilities, and drainage) throughout the Port to make us a safer and supported industrial environment for all. We greatly appreciate your business and continued support.

Sincerely,

A handwritten signature in blue ink that reads "Michele Bradley". The signature is fluid and cursive, with a large initial "M" and "B".

Michele Bradley
General Manager



RESOLUTION 2023-2024 #7

**A RESOLUTION IN THE MATTER OF SETTING FEES FOR THE
PORT OF TILLAMOOK BAY TRANSPORTATION UTILITY
MAINTENANCE PROGRAM AS EXHIBIT A**

WHEREAS, on November 1, 2018 the Port of Tillamook Bay Board of Commissioners adopted Ordinance #8 creating the Port of Tillamook Bay Road Maintenance Program, renamed the Transportation Utility Program (“Program”) for the purpose of maintaining a safe, functioning Port of Tillamook Bay Industrial Road Park road system; and

WHEREAS, a fee schedule was adopted per POTB Resolution 2018-2019 #3 at the time,

WHEREAS, the provisions of Ordinance #8 went into effect 30 days after its adoption; and

WHEREAS, said Ordinance establishes the ability for the Port to set fees for implementation of the Program,

NOW THEREFORE BE IT RESOLVED THAT, for purposes of implementing The Port of Tillamook Bay Transportation Utility Maintenance Program, the Board of Commissioners for the Port of Tillamook Bay approves the Port of Tillamook Bay Transportation Utility Maintenance Program (Cost Share) identified in Exhibit A attached to this Resolution as the Fee Schedule for the Transportation Utility Maintenance Program. Changes to the Fee Schedule shall be made in accordance with the provisions of Ordinance #8, Amendment # 1.

ADOPTED by the Port of Tillamook Bay Board of Commissioners this 15TH day of MAY 2024.

PORT OF TILLAMOOK BAY



Sierra Lauder, Board President

ATTEST:



Kevin Stoecker, Secretary

EXHIBIT A to Resolution 2023-2024 #7

PORT OF TILLAMOOK BAY

Transportation Utility Maintenance Program (Cost Share)

Road Maintenance Fund (Projected Annual Need): \$ 160,000.00 (0.5% Residential, 95.5 % Non-Residential)

Billing Category #	Use Category	#	% of Category	Total Users Category	% of Occupied Units	% Impact	Annual Fee ALL USERS	Monthly Fee ALL USERS	(Annual) Road Fee	(Monthly) Road Fee
1	Single Residential	1	50%	2	1.3%	0.04%	\$ 60.00	\$ 5.00	\$ 60.00	\$ 5.00
2	Multi Residential	1	50%			0.46%	\$ 740.00	\$ 61.67	\$ 740.00	\$ 61.67
3	General Office	26	100%	26	16.3%	0.97%	\$ 1,558.80	\$ 129.90	\$ 59.95	\$ 5.00
4	Small Warehousing	34	77%	44	27.5%	1.76%	\$ 2,808.81	\$ 234.07	\$ 82.61	\$ 6.88
5	Medium Warehousing	6	14%			2.45%	\$ 3,913.76	\$ 326.15	\$ 652.29	\$ 54.36
6	Large Warehousing	4	9%			22.56%	\$ 36,093.31	\$ 3,007.78	\$ 9,023.33	\$ 751.94
7	Small Industrial	18	50%	36	22.5%	5.81%	\$ 9,292.99	\$ 774.42	\$ 516.28	\$ 43.02
8	Medium Industrial	13	36%			16.13%	\$ 25,807.82	\$ 2,150.65	\$ 1,985.22	\$ 165.43
9	Large Industrial	4	11%			25.85%	\$ 41,363.74	\$ 3,446.98	\$ 10,340.93	\$ 861.74
10	Major Industrial	1	3%			19.08%	\$ 30,531.08	\$ 2,544.26	\$ 30,531.08	\$ 2,544.26
11	Aviation-GA Airport	32	62%	52	32.5%	1.20%	\$ 1,920.00	\$ 160.00	\$ 60.00	\$ 5.00
12	Aviation-RV Park	20	38%			3.69%	\$ 5,909.68	\$ 492.47	\$ 295.48	\$ 24.62
TOTALS		160		160	100.00%	100.00%	\$ 160,000.00	\$ 13,333.33		

On November 1, 2018 the Port of Tillamook Bay Board of Commissioners adopted Ordinance #8 creating the Port of Tillamook Bay Road Maintenance Program.

This Table represents the categories and associated Road Fees for implementing the fee provisions of Ordinance #8. Fees address the projected need of the Road Maintenance Fund outlined in the Port of Tillamook Bay Road Maintenance Program (Fund Development).

NOTE: Undeveloped properties that are not being used and that are not subject to a lease and/or use agreement are exempt from the road fee.

Road Fees will appear as an additional line item on the Port's monthly water and sewer bill for those properties utilizing Port water/sewer, and billed and collected separately for those properties not utilizing Port water/sewer.

Road Fees will automatically increase each year according to the annual Consumer Price Index, Portland, with a floor of one and a half (1.5%) percent and a ceiling of three (3%) percent.