



APPROVED 2/20/20

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

THURSDAY, JANUARY 16, 2020, 6:30 P.M.

POTB MAIN OFFICES – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order @ 6:32 p.m.
Recognition of Persons Present: Commissioners Sierra Lauder; Matt Mumford; Jack Mulder; Jim Young and Cyrus Javadi
Port Staff: General Manager Michele Bradley; Pami Boomer; Rita Welch and Margaret Amick
2. Public Comment for Items Not on the Agenda: None
3. Discussion and Consideration of 2019-2020 Commission Liaison List. It has been difficult to appoint two Port liaisons to FOTAM due to conflicts between work schedules and meeting schedules. Jack asked if FOTAM's By-Laws should be amended to read that one commissioner plus the TAM Director can fill the positions. Rita said that is okay with her since she already attends the meetings. This will be revisited in a few months. Sierra was persuaded to accept the appointment to FOTAM on a trial basis for the balance of the fiscal year. **Matt Mumford moved to Appoint Sierra Lauder as the Liaison to FOTAM. Jim Young seconded, and the motion carried 5-0.**
4. Consent Agenda
 - a. Prior Meeting Minutes – Regular Meeting November 21, 2019; Joint Meeting w/FOTAM December 19, 2019
 - b. Lease Order #20-01; Steve Schramm Bldg. 54; Warehousing; mo. to mo.
 - c. Financials – December 2019. Pami reported that in December, she withdrew funds from the pool account to make the first principal payment on the refinance loan and the tax payment which were due in January 2020. She provided a list of grants received which showed a balance of \$242,642 still available for the projects. TAM was unsuccessful in getting a TLT marketing grant this time. Pami said the financials are doing well and tracking with the budget as expected. OCSR

will begin making quarterly payments of shared revenue as it is earned in 2020. The Port will be receiving \$49,958.50 for the 2019 revenue share which will be split into four payments. The first installment of \$2,500 will be paid this month and the rest will be split between each 2020 quarterly payment.

- d. Draft Budget Calendar – Pami suggested having the budget meeting on April 23 at 4:30 p.m. which seems to work for most of the board. Then it was proposed to have the Port board meeting directly after the budget meeting.

Jim moved to approve the consent agenda as presented; Sierra seconded, and the motion carried 5-0.

5. 30-Day Notice of By-Laws Change for new meeting time sets the clock in motion for action in February.

6. Old Business

- a. Water Rate and other water issues – City of Tillamook. Jack had a good discussion with Mayor Suzanne Weber and explained the board's position that they intend to resolve the water rate issue before addressing the Hoquarton Trail fees. She understood and was taking the information back to Commissioner Jorge Rios so he can work on the water rate issue with Port Commissioner Jim Young. Jim said Jorge hasn't contacted him to set up a meeting since the first contact when Rios deferred the meeting until after Jack and Suzanne met. Michele said she has been working on a spreadsheet comparing the amount the Port would have paid for water if the rate hadn't increased; how much it would have paid at the Port's suggested rate and how much more the Port has paid due to the increase. Aaron is working on a timeline of the communications and meetings between the Port and the City regarding the water rate increase. Jack and Jim would like to submit a bill to the City for the full amount for the Hoquarton Trail. Sierra spoke to Mayor Weber who said that the City never received a response from the Port to a proposal they sent about six months ago. When Sierra told Suzanne that she didn't think anyone at the Port has seen the proposal, Suzanne said she would have City Manager Paul Wyntergreen send it to all the board members. It still hasn't been received by anyone in the two weeks since that conversation occurred. It is the opinion of most of the board that communications aren't being shared with all the relevant parties at the City. Sierra said that the City Council meetings are very structured and background information on issues isn't usually provided during a meeting. Matt and Sierra suggested having joint workshops with the City Council to expedite resolving the issues. Jack suggested that he, Sierra and Cyrus reach out to city council members one-on-one to explain the Port's situation and to suggest holding the workshop. If the response isn't encouraging, then at the February board meeting they will discuss

how to proceed. Sierra pointed out that the City management will have a significant turnover in the next couple of years and now is a good time to establish a working relationship that would benefit the Port, the City and the community in the long run. There was discussion of possible unexpected costs of developing a POTB water system.

Jack addressed the concerns Matt raised at the meeting on December 19, 2019 regarding the need for a vote to approve payment to the IRS for penalties and interest. It was already approved in the budget, but Matt felt the size of the payment warranted a vote by the full board and wanted to forestall any objections in the future. Jack asked Michele if there is a down side to putting it to a vote and she said there wasn't. Jack asked Matt if he would like to make a motion and Matt said he would. **Matt moved to retroactively approve the expenditure of \$108,133.33 to satisfy the IRS demand letter. Jim seconded, and the motion carried 5-0.**

7. Manager's Report – Discussion

- a. Monthly Operations report (with mid-month email update). Summary of the Port staff's accomplishments, activities, and projects worked on during the month.
- b. Final NPDES Permit Received, Permit# 101118 (cover letter attached)
- c. Hangar B – Grant application update/costs. Aaron has been working on two grant requests for TLT funds (\$75,000 each) for roof repair and ventilation re-capture on Hangar B. He has researched the cost of materials and requested price quotes from prospective vendors. The deadline for submitting the grant applications is February 7, 2020.
- d. Strategic Business Plan – Michele provided an updated version of the SBP amended to reflect the changes in board members; tasks still to be performed; objectives completed; and new objectives identified. She is trying to create a report that shows what still needs to be done and when, so it will be easier for staff to track.
- e. Manager's Evaluation – Jack asked the board if they wanted to conduct her evaluation the same way as last year and they agreed. Each board member filled out an evaluation form and the board discussed them in Executive Session out of Michele's presence. They then reviewed the results with her. The board will complete the forms and perform the review at the February meeting.
- f. Michele reported that she talked with Jim Knight, former director of the Port of Astoria who sits on the advisory committee for the COAR grants. He updated her on the three POTB applications, one of which is for the AWOS.

8. Committee Reports

- a. Tillamook Lightwave – Jim Young reported that TLW has completed the refinance of the landing station and reduced the rate by 2%. January meeting is on 1/28/2020.

- b. Salmonberry Trail – Jack Mulder reported the Tillamook County Commissioners voted to approve funding through the Salmonberry Trail Foundation to pay for the planning on the Canyon section of the Trail between Timber and the Nehalem River and on a good portion of the river section – Next meeting 02/07/2020
- c. Michele reported that supporters of the Salmonberry Trail; the City of Rockaway Beach; and NKN High School have jointly applied for an ODOT Safe Route to Schools Grant. The grant will be mostly for signs and maybe a crosswalk that could integrate with the Trail.
- d. Friends of Tillamook Air Museum (FOTAM) – Next meeting 01/24/2020
- e. NWACT – Jim Young said that there was discussion of some talk in the Legislature about eliminating the Area Commissions on Transportation. They hope to learn more about it. A committee has been formed to investigate ways to improve cell phone communication on Hwy 6 and Tillamook County Communications Department and Verizon have been brought into the discussion. One proposal has been a series of mini cell towers to allow for line of sight cell coverage for emergencies.

9. Communications

- a. 2020 Board meeting schedule was confirmed with the change of April 16 to April 23 after the budget meeting
- b. Next Regular Meeting confirmed: Thursday, February 20, 2020 at 6:30 pm
- c. Office Closed for MLK Day and Presidents Day
- d. Updated copy of Amended Business Resolution for your binder

10. Executive Session per ORS 192.660 (2)(e) to consider Real Property Transactions (if needed) and ORS 192.660 (2)(f) to consider information or records that are exempt by law from public inspection. Recessed Regular Meeting and entered Executive Session at 8:38 p.m., and Exited Executive Session and reconvened Regular Meeting at 8:52 p.m.

11. Adjourned meeting at 8:53 p.m.