



**APPROVED 4-23-20**  
**MINUTES**  
**BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
**THURSDAY, APRIL 2, 2020, 6:30 P.M.**  
**CALL IN NUMBER: 978-990-5000**  
**ACCESS CODE: 414763#**  
**4000 Blimp Boulevard, Tillamook, Oregon 97141**

The meeting was held via phone conference due to the physical isolation measures required by Governor Brown's Executive Order #20-12.

1. Call to order @ 6:36 p.m., persons present: Commissioners Jack Mulder; Matt Mumford; Jim Young and Sierra Lauder. Port Staff: General Manager Michele Bradley; Pami Boomer; Rita Welch; and Shad Coulson. Headlight Herald reporter Hilary Dorsey

Michele informed the board that there has been a persistent musty smell in Suite 380 of the administrative building. She contacted Servpro and on Tuesday, March 31 they came out and pulled up random squares of carpet. There were signs of mold, mildew or lime between the carpet and the concrete floor so tests were done. A hygienist was also brought in to do further tests. The preliminary results didn't indicate mold or mildew in Suite 380 or in the conference room. On Monday, April 6, a twenty four hour moisture test will be performed in Suite 100 to determine if any measures need to be taken. Matt asked if the concrete had been sealed at the time it was laid and Michele said that was in the 1970's so it isn't known. She will continue to keep the board informed of the results. Michele asked the board to convene as the Local Contract Review Board and to view the situation as somewhat of an emergency. Jack asked if any of the commissioners had any objections to going into the Local Contract Review Board and there were no objections.

Jack recessed the regular meeting and convened as the Local Contract Review Board (LCRB) @ 6:43 p.m. and Michele recapped the situation with the possible mold problem in Building 19 (the administrative office). This could potentially lead to vacating the building to remove the carpet and seal the concrete or other correction methods. Instead of trying to get three bids or having to go through ORPIN, she recommended that the LCRB cite an emergency and do a finding allowing her to use sole source procurement, which could speed up the rehabilitation process,

especially if staff and tenants need to immediately vacate. She would like to have one contract that will cover all the work instead of having several different companies doing the work piecemeal. Jack asked about potential insurance coverage and Michele said that there is a \$2,500 deductible and a maximum of \$100,000. There are also exclusions based on the source of the moisture and cause of the mold. She is expecting the costs to run over \$100,000 which Jack said is in line with projects done at the company where he is employed. **Sierra moved for the Local Contract Review Board to declare a finding of an emergency. Matt seconded, and motion passed 4-0.**

Jack adjourned the LCRB and reconvened the Regular Meeting @ 7:00 p.m. **Matt moved to increase Michele's purchasing authority to define the problem and implement any mitigation steps regarding the environmental issue in Building 19 up to \$25,000 in aggregate. She will consult with the board before spending any funds for corrective actions. Sierra seconded and the motion passed 4-0.**

2. a. Michele filled in the board on how the Port is affected by the government mandates due to the COVID-19 pandemic. The Air Museum is the only closure at the Port so far. Rita reported that it has been closed since March 15 and all the seasonal and part time staff are off until further notice. There is enough work for the maintenance crew, Rita and Christian for a couple of weeks but she will have to review the situation after that. Michele is looking into what, if any, relief funds will be available from the government for the Port. She doesn't think municipalities will qualify under the guidelines released so far.
- b. Michele told the board about being the first to obtain funds from the Oregon Northwest Workforce Investment Board through their Layoff Aversion program. The funds were used to reimburse the cost of five laptop computers for the supervisors to work from home should the Port office have to close.
- c. Pami talked about the additional sick leave available through the Families First Coronavirus Response Act (FFCRA) and that it would be implemented case by case as needed. She is keeping updated weekly by webinar on the changes to regulations. Supervisors have been reviewing staff schedules and how to keep them working as long as possible. The board discussed the precautions being taken by staff to maintain distance and to keep the office and public areas sanitized. Michele and Pami have been exploring options for staff to alternate working onsite when a major task can't be done from home.
- d. Sierra spoke of her concern for the long term repercussions to the museum and asked if there are ways to mitigate the revenue loss, such as selling annual memberships or sending out a fundraising letter from either POTB or FOTAM. There was agreement to have a discussion regarding plans for the museum at a later date.
- e. Sierra asked about how the Port will handle rent abatement requests and Jack said he feels adjustments should be made on a case by case basis since some tenants are not significantly affected by the restrictions. Michele said others will qualify for loans through the Small Business Administration. Pami explained that per Executive Order 20-13 from the Governor, a non-residential tenant is required to submit advance notice of a request for abatement and then within 30 days of the request will have to submit proof that the request is COVID-19 related. The tenant will still be required to pay what they are able as they are

able. Sierra asked if Michele needs approval from the board and she said she doesn't because the policy is set out by the Governor.

- f. Pami informed the board that she is postponing the Budget Meeting scheduled for April 23 because of the revisions needed to the draft budget and the uncertainty of whether a meeting by phone would work. She is hoping to be able to meet in May and will be emailing an updated budget calendar next week to try to get agreement on a date. Michele said that the board meeting scheduled on April 23 to coordinate with the budget meeting will still be held on that date @ 6:30 p.m. She will try to find a format different from the last meeting, possibly video.
- g. The selection to fill the vacancy on the board has been postponed until the interview can be done in person.
- h. The TLT Facilities Grant Program has been delayed until the Advisory Committee can meet in person. Aaron Palter applied on behalf of the Air Museum.
- i. Michele received an update from the Oregon Department of Aviation telling her that the special grant cycle this spring has been cancelled due to the decline in the taxes collected on aviation fuel. These Port uses these grants for the match funds for the FAA grants. Michele said that she received an email from the airport engineer forwarding an email from Karen Miles with the FAA stating that the 2021 AIP grants will be 100% funded under one of the provisions of the CARES Act. The initial environmental work is Phase One of the Main Apron Expansion Project and has been done. The engineers are set to start on the next phase which has the Geotech and more of the environmental to do. Michele is hoping that everything will fall into place to get the predesign, final design, the engineering, and the construction all done with the fully funded 2021 FAA grant.
- j. The group meeting Michele has been trying to schedule with the City for long term planning has been postponed until they are able to meet in person again.

- 3. **Sierra moved to Approve Resolution 2019-2020 #4 Amending the Friends of Tillamook Air Museum By-Laws to Change the Port of Tillamook Bay Liaison Position Requirements, Jim seconded. The motion passed, 3-1; Matt dissenting.**
- 4. Jack expressed his concern that security measures be implemented and followed while working remotely. Matt asked how the remote workers will be supervised. **Jim moved to Approve the Port of Tillamook Bay Telework Policy as written, Matt seconded. The motion passed 4-0.**
- 5. **Jim moved to Approve the Consent Agenda as Presented, Matt seconded. The motion passed 3-0-1, Sierra abstained since she didn't attend the meeting on February 20, 2020.**
- 6. The City Manager Paul Wyntergreen, Mayor Suzanne Weber and Councilor Reynolds from Tillamook and Michele, Jim and Sierra from the Port met on March 11 to talk about the water rates. Sierra said she doesn't think the City council had a clear idea of how the Port gets its water and that it was helpful to have the meeting. However, she thinks they still don't understand the Port's perspective on the rates. At the meeting, Jim explained that the Port needs a rate lower than the industrial rate so it can build in its overhead costs and still be in line with the City's industrial rates in town. Sierra reported that the City only wanted to commit to the industrial rate

for now, possibly hoping the Port would not continue pursuing a lower rate. Then the focus turned to the Hoquarton Trail, the invoice sent to the City regarding the annual RR Right of Way easement fee and how the City is anxious to get the easement fee reduced or waived. The board discussed how the Port hasn't been able to get a commitment from the City for the industrial water rate for several years and how it is a positive step that the City is considering it. The board decided to propose to the City the rate from the STIA fee schedule for the easement. Matt is concerned about the loss of income from reducing the fee but Jack pointed out that the Port would save about \$90,000 a year by obtaining the industrial rate for water. Then, later, the Port can negotiate an even lower rate at the time of discussions for a City water tank on the Port, rerouting the City's main waterline from under the airport runway and other issues affecting the City, County and Port. Michele pointed out that the board would have to make the decision to develop its own water system if it can't get a reduction in the rates from the City. Sierra suggested offering the STIA rate of a one time payment of \$15,495 for the easement and provide a history of the rate changes. She said she wouldn't have a problem giving them the option of paying the fee over time. Jack said he was comfortable going to the City with that offer. He said it would show the City a willingness to partner with them for other issues.

**Sierra moved that the Port accept the inside industrial water rate that the City proposed at the recent meeting as soon as possible. The Port will bill the City at the STIA rate for the Hoquarton Trail Project, understanding that the trail was developed at a time when the rate would have been \$7,500 per year and that rate has since increased. This offer would make that annual rate not applicable and the fee will be the one time STIA fee of \$15,495 on a payment schedule as the City desires. Jim seconded and the motion passed 4-0.**

7. Recessed Regular Meeting and entered Executive Session @ 8:52 p.m.; adjourned Executive Session and reconvened Regular Meeting @ 9:20 p.m. Jack thanked everyone for their cooperation while using the new system.
8. Adjourned meeting @ 9:22 p.m.