



APPROVED 12/17/2020

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

VIA ZOOM (Contact mbradley@potb.org for meeting info)

THURSDAY, NOVEMBER 19, 2020, 6:00 P.M.

1. Call to Order @ 6:05 p.m.
Recognition of Persons Present: Commissioners Jack Mulder; Sierra Lauder; Chris Sween and Matt Mumford; Jim Young absent
Port Staff: General Manager Michele Bradley; Pami Boomer; Rita Welch; Shad Coulson and Margaret Amick
Pat Bening, Tillamook Pilots Association; Rick Stelzig, Fairview Water District; Joanna Stelzig, Long Prairie Water District
Mark Knudson, SDAO Consultant; Tim Gross, Civil West Engineering
Sam McRae, Item #3; Colin Walker, Item #8a
2. Citizen Comment for Items Not on the Agenda: Pat Bening reported that later this week, weather permitting, Eric Lessor will be installing the second security camera at the airport. He will also set up a static IP address so emergency service flights can access the footage of the runway, if needed. The permanent placement of the camera is still being worked out.
3. Discussion and Consideration of Amending the Railroad Fee Sheet – Memorial Sign Request near Twin Rocks; Addition of Road Access Fee for Right of Way – Sam McRae gave the backstory for the memorial sign request and described the cross and where it would be located. He told the board that the family was willing to adjust the plans if necessary. Michele, Jack, and Sierra told of receiving phone calls from community members in support of the memorial. The board discussed the location and felt it would be safer if it were placed at a different spot at the same intersection. They also wanted it understood that the cross might have to be relocated if it obstructs the Salmonberry Trail when it is built. Michele told of receiving an inquiry from a new homeowner in Rockaway Beach asking about the fees for driving on a street on the railroad right of way to access his home, which isn't on the right of way. Management amended the Railroad Fee Sheet to create a \$50 one-time fee for Memorial Signs and a \$200 annual fee for Road Access. **Matt Mumford moved to approve the Railroad**

Fee Sheet as Amended, Sierra seconded and the motion passed 4-0, Jim Young absent.

4. SDAO Consultant Mark Knudson gave a presentation to help smaller water districts identify short term and long term actions to improve costs and reliability. He said consulting to explore options is available through SDAO.
5. Consent Agenda
 - a. Minutes from October 15, 2020 Regular Meeting and November 5, 2020 Financial Overview with Milt Johnson. **Sierra moved to approve the Consent Agenda as presented; Chris seconded and the motion passed 4-0; Jim Young absent.**
6. Office Administrator Report: Pami Boomer
 - a. Draft Financials – October 2020. Per the board’s request to review one department’s report in depth each month, Pami asked which department they would like to review first and they started with the Industrial Park. Pami answered their questions and reported that most departments are on track but with a little over in expenditures due to Covid-19 mitigation expenses. She informed the board of staff work schedule changes due to the Governor’s newest restrictions.
 - b. Reporting options for review and discussion (emailed separately) Pami asked the board what changes in format of the financials they would like and they are okay with the current reports for now.
7. Tillamook Air Museum Director Rita Welch reported that TAM closed on November 18 and will reopen whenever the restrictions are lifted. She said they received a grant to build an application for virtual tours of the museum by the public.
 - a. Replacement of plane at Highway 101 and Long Prairie intersection. The museum has applied for a marketing renewal grant from Tillamook Coast Visitors Association in cooperation with the Tillamook Creamery. The grant would be used to pull the plane off the pole and replace it with a 3D metal sculpture fabricated by the welding program students at TBCC. The Navy is willing for Port staff to paint the removed plane, using paint to Navy standards. Rita said that even if TAM doesn’t receive the grant, applying would help her have a better idea of the costs involved for the project.
8. Manager’s Report and Discussion: Michele Bradley
 - a. Disc Golf Update – Colin Walker reported regarding his progress in generating local support for the disc golf course.
 - b. OBDD SPWF Grant notice and update – Michele said that the Port has been awarded the grant and just needs the paperwork signed.
 - c. Building #12 Exterior Restroom Update/CRF Funding – The restroom has been remodeled using Corona Virus relief funding and access will be

available to those tenants who opt to pay a monthly fee to cover the janitorial and supply costs.

- d. Build to Suit Development (Tenant Expansions) – A tenant is interested in having the Port build a warehouse to accommodate all their inventory currently stored in three separate areas on the Port. The Port engaged an engineering firm to draw up a very basic plan to show the footprint of the projected building. The first draft plans are being reworked to use more of the land space. The next step would be to go to Business Oregon to apply for funding. She will keep the board updated.
 - e. Succession Planning – Michele suggested the board form a committee to develop a plan for replacing key personnel should the need arise. Sierra spoke of her previous experience on the subject.
 - f. Building #19 carpet update – Michele met with the carpet sales rep who recommended more moisture testing and to do additional water drainage behind the building.
 - g. Digester Ground Lease and Equipment Sale Update – paperwork is ready to complete within a couple of weeks.
 - h. A person is wanting to build his own hangar but wants to be able to sell the building instead of it reverting to the Port at the end of the lease. He is willing to perform the site development. The board reached a consensus for Michele and Shad to continue discussions with the person and were not immediately opposed to third party development.
9. Discussion and Consideration to Appoint an Alternate to Represent the POTB on the Broadband Assessment and Feasibility Study for Tillamook Lightwave – Since Jim Young is unable to attend meetings for an indeterminate time, Michele asked for a volunteer and the board reached a consensus to accept Sierra as the liaison.

NOW SITTING AS THE LOCAL CONTRACT REVIEW BOARD

10. Discussion and Consideration of Accepting Additive Alternate Bid A-1 from 3 Kings Environmental, Inc., in the Amount of Thirty-Three Thousand Fifty and 00/100 (\$33,050.00) Dollars for the Building 69 Asbestos Abatement Project (Demolition of Building Only); Directing Issuance of a Notice of Intent to Award Contract for Same; and Directing General Manager to Sign Contract Documents
11. Discussion and Consideration of Accepting Additive Alternate Bid A-2 from 3 Kings Environmental, Inc., in the Amount of Fifty Thousand One Hundred Fifty and 00/100 (\$50,150.00) Dollars for the Building 69 Asbestos Abatement Project (Demolition of Building and Foundation); Directing Issuance of a Notice of Intent to Award Contract for Same; and Directing General Manager to Sign Contract Documents

Michele recommended not accepting either bid and to have the Port staff perform the work since it is within the scope of their abilities. The board came to a consensus to accept her recommendation.

NOW BACK AS POTB BOARD

12. Discussion and Consideration of Administrative Funding for the Salmonberry Trail Intergovernmental Agency (STIA) Operations (verbal) – Jack Mulder spoke of how the other voting members of STIA are making significant financial contributions and requested for the Port to contribute toward the operating costs. There is already \$3,000 budgeted toward STIA so no vote is necessary. Jack reported that the Canyon and River section planning is to be completed in February.
13. Manager's Report – No Discussion/Information Only/Follow Up
 - a. Letter from Oregon Department of Consumer and business Services regarding OSHA Complaint/Port Response
 - b. Thank You Letter from Oregon Coast Railriders
 - c. Email from Mark Farrier regarding Ground School at Airport
 - d. Helping Hands Refinance – completed 11/10/2020
 - e. TPA Meeting Minutes from October 2020
14. Board Member Comments/Requests/Reports – Sierra asked how to move forward with FOTAM when there have been no return contacts to messages from Rita or herself. Michele, Sierra and Jack will meet to discuss options.
15. Communications – **info only/no discussion/no action**
 - a. Closed for Thanksgiving holiday – Thursday 11/26 and Friday 11/27, 2020
 - b. December Regular Board Meeting – December 17, 2020 at 6:00 pm
 - c. Closed for Christmas holiday – Friday, December 25, 2020
 - d. Closed for New Year's holiday – Friday, January 1, 2021
 - e. **Starting in January: Regular Board meetings are returning to the 1st Tuesday after the 15th at 6:00 pm**
16. Adjournment @ 9:15 p.m.