



APPROVED 8/20/2020

MINUTES

BOARD OF COMMISSIONERS

BUDGET HEARING AND REGULAR MONTHLY MEETING

THURSDAY, JUNE 18, 2020, 6:30 P.M.

**VIA ZOOM – email mbradley@potb.org for instructions - and
4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order @ 6:42 p.m.
Recognition of Persons Present – Commissioners Jack Mulder; Jim Young; Matt Mumford; Sierra Lauder and Chris Sween
Port Staff – General Manager Michele Bradley; Pam Boomer; Rita Welch and Margaret Amick

OPEN BUDGET HEARING @ 6:42 p.m.

Public Comment on Budget – no public attending

CLOSE BUDGET HEARING - CONTINUE REGULAR MEETING @ 6:43 p.m.

2. Consideration of POTB Budget and Tax Rate for Fiscal Year 2020-2021 per POTB Resolution 2019-2020 #6. The changes recommended at the Budget Meeting in May were incorporated into the current draft. **Jim Young moved to Approve the POTB Budget for Fiscal Year 2020-2021 per POTB Resolution 2019-2020 #6. Jim amended the motion to also Approve the Tax Base of \$0.0364 per \$1,000 of Assessed Value. Chris Sween seconded, and the motion carried 5-0.**
3. Public Comment for Items Not on the Agenda - None
4. Consent Agenda
 - a. Prior Meeting Minutes – Budget Committee Meeting May 14, 2020; Regular Meeting May 21, 2020
 - b. Lease Order #20-14 Tillamook Coast Visitors Association; Bldg. 19, Ste. 420; Office Space; mo. to mo.
 - c. Draft Financials – May 2020 budget is looking decent overall. Items not reflected in the budget that will show in the June financials are

approximately \$40,000 in reimbursements from grants; and the fiber optic easement fee from ACS. Some tenants have requested rent abatement and Helping Hands asked to push out its mortgage by four months. Jack asked how much the Port will receive from the timber lawsuit and Pami said that figure isn't known yet. **Sierra moved to accept the consent agenda as presented, Matt seconded. The motion carried 5-0.**

5. Update on Tillamook Air Museum Operations, Phase II – Michele told the board that some surplus commercial kitchen equipment from the Salem NorthWest Senior and Disability Services will be stored at the museum for Tillamook Emergency Management to use when needed. Museum Director Rita Welch reported the Museum reopened to the public from 11:00 a.m. thru 3:00 p.m. on June 8 wearing masks and following the Governor's guidelines for public safety during the COVID-19 pandemic. There are two hand sanitizing stations available to the public and most visitors are wearing masks, with the museum providing them, if needed, from a supply received from Tillamook Emergency Management. They shifted their hours to 11 a.m. thru 6:00 p.m. on June 19. Attendance has been fairly busy and is expected to pick up once word spreads. All museum employees will be back to work by July 1. All seems to be going well. Rita researched the feasibility of putting on drive-in movies in the hangar. She found that the logistics of setting up the projector and screen; rental cost of the projector; and licensing fees for the movies took the project off the table. She had received some push back from the Tillamook Fairgrounds because they have been thinking of doing the same and the board decided that it would be better to not compete with them. Jack thanked Rita for the work she put into the research and she commented that she is storing the information in case FOTAM can use it for a fundraiser at some point. Rita reported that both POTB and FOTAM are in the running for the Tillamook Lodging Tax facilities grants of up to \$75,000 for which they have applied. POTB plans to apply the funds to repairs of the vent louvres in Hangar B's roof. Rita said FOTAM's application said the funds might be used to remove the plane on the pole at the intersection of Hwy 101 and Long Prairie Road. It would be put on display in the Museum and possibly replaced with a metalwork blimp or something similar. She will try to get more input from the FOTAM board at the next meeting on June 19 at 10:00 a.m. at the Museum.
6. Discussion and Consideration of Authorization for a Grant Application to Oregon Business Development Department for a Feasibility Study for Airport Business Park Development for \$30,000 through their Port Planning and Marketing Fund. This would be a continuation of the original vision of a business park with flex space, hangars, manufacturing areas and open areas. The utilities were installed during the FEMA project when Near Space was built. Now they need more room to accommodate UAS customers on a short term basis and for more office space. They asked the Port to partner with them by applying for a grant for a feasibility study on an incremental buildout

project. Near Space will pay the required 25% match funds for a total of \$40,000. **Matt moved to Approve the Project Intake Form for Port Planning and Marketing Funding for the Airport Business Park expansion. Sierra seconded, and the motion carried 5-0.**

7. Discussion and Consideration of Authorization for a Grant Application to Oregon Business Development Department for a Brownfields Project for POTB Building #69 for Future Development per Strategic Business Plan and Future Land Use Plan. A potential tenant is interested in the site and wants to put up five buildings but Building #69 would have to be demolished and disposed of at an estimate of \$80,000 to \$100,000. The grant is for \$30,000 with a 100% match for a total of \$60,000. **Sierra moved to Authorize the General Manager to Submit the Grant Application and Project Intake Form for the Brownfields Project for POTB Building #69 for Future Development. Matt seconded and the motion carried 5-0.**
8. Discussion and Consideration of Draft Continuity of Government (COG) Plan – tabled from May 18 meeting. The board reached a consensus to table the item for another month. Michele asked the commissioners to come back with suggestions for removing redundancies and condensing the Plan to make it more user friendly for the employees during an emergency.
9. Old Business:
 - a. Discussion of Building #19 update on moisture issue – Air sample tests performed by Servpro and a certified Hygienist determined it was not toxic. After the insurance company declined to cover remediation costs, Michele called DAY CPM, the project manager for the FEMA projects, and they contacted LRS, the contractor who performed the remodel on the building. DAY CPM wants to manage more HVAC, air flow, and mechanical engineering studies for a fee of \$15,000. Michele thinks that since the problem has been identified, the Port should direct the money to improving the outside drainage, mold cleanup and replacing the carpet throughout the building. The board agreed that Michele will not engage DAY CPM but should initiate follow up on the carpet replacement and then deal with the trenching for drainage.
 - i. Funding – The estimated cost will be approximately \$200,000 and Michele consulted with Special Districts and it was suggested to refinance the Port's debt at the current lower rate and add in the project cost. It will save the Port approximately \$1,000,000 in interest over 20 years. The board agreed it was a good option.
 - b. Update of OCSR's EPA 2014 Salmonberry Issue – OCSR resolved the issue with the EPA and is in compliance with that part of their lease. However, they are behind in their payments.
 - c. Update of DEQ Notice and Appeal – Michele had a meeting with DEQ regarding the spill at the digester to protest the fine. If the fine isn't

reduced, Tillamook Biogas will be responsible for paying it and any legal costs, per their lease.

- d. Discussion of Current Strategic Business Plan Goals in relation to General Manager Annual Evaluation – Sierra and Jack created a simplified template of the SBP to help identify priorities and shape the evaluation criteria, such as meeting financial goals and following Port values. Before the next meeting, the board members need to identify the Port's values to guide in making board decisions and determine their priorities for the general manager to work on. It was suggested that Michele meet with the board quarterly to work in evaluation criteria and review progress.

10. Manager's Report – Discussion

- a. 2019 ODOT Railroad Annual Report – The report shows that Hampton Lumber shipped 300 more cars in 2019 than were shipped by Banks Lumber in 2018.
- b. Conferences – AUVSI and OBDD/DEQ Infrastructure and Brownfield. Michele will not attend the AUVSI conference in October in Boston but will attend the Brownfield conference virtually during the same time period instead.
- c. IRS – Michele contacted with Gwen about still waiting for the draft letter to the IRS requesting a refund for the overpayment of taxes. Gwen will also be addressing some issues with the IRS from previous years that were supposed to already be resolved. Michele told the board that the Port has terminated its contract with Hurliman, CPA due to reports not being filed in a timely manner.

11. Executive Session – Moved to end of Agenda; Recessed Regular Meeting and enter Executive Session @ 9:07 p.m., Exited Executive Session and resumed Regular Meeting @ 9:46 p.m.

- a. ORS 192.660 (2) (e) for Real Property Transactions
- b. ORS 192.660 (2) (i) for Performance Evaluation of Public Employee

12. Board Member Comments/Requests

- a. Sierra Lauder – Board workshop ideas (financials) – tabled to next meeting

13. Committee Reports (As Time Allows)

- a. Tillamook Lightwave (TLW) – Jim Young reported that the budget has been approved that includes funding for a study about supplying fiber optic service to residences.
- b. NWACT – Jack said that ODOT has allocated \$900,000 for slide repairs on Hwy 101 and Hwy 6.

14. Communications – info only/no discussion/no action
 - a. Thank You from Class of 2023
 - b. Rails to Trails Lawsuit regarding POTB line – property owners won suit, no impact on Port or the Salmonberry Trail
 - c. July Regular Board Meeting – July 16, 2020 at 6:30 pm
15. Adjournment @ 9:46 p.m. with no action taken