



APPROVED 6/18/20

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

THURSDAY, MAY 21, 2020, 6:30 P.M.

VIA ZOOM – email mbradley@potb.org for instructions

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Called to Order at 6:33 p.m.
Recognition of Persons Present – Commissioners Jack Mulder; Sierra Lauder; Matt Mumford and Jim Young. Proposed Commissioner Chris Sween
Port Staff Michele Bradley; Pami Boomer; Rita Welch; Shad Coulson and Margaret Amick
2. Public Comment for Items Not on the Agenda – None
3. Discussion and Consideration of Position #3 Appointment – There were two applicants for the #3 position and Chris Sween was selected for the position by the selection committee. Matt asked Chris what he brings to the board and he replied “Enthusiasm!” **Jim moved to nominate Chris Sween to the Port Board of Commissioners position #3; Sierra seconded and the motion passed 4-0.**
 - a. Swearing in – Chris took the oath and will sign the document when he is able to come to the Port office in person and it can be notarized.
4. Consent Agenda
 - a. Prior Meeting Minutes – Regular Meeting April 23, 2020
Jack requested a comment be added to the April 23 minutes saying that the Port’s intent in obtaining a better water rate is to benefit the tenants and help them succeed.
 - b. Lease Order #20-10; H & H Transportation; .5 Acres on Airport Circle; Parking; mo. to mo.
 - c. Lease Order #20-11; Tony Roque; Bldg. 11, Unit N; Woodworking Shop; mo. to mo.
 - d. Lease Order #20-12; DSL Builders, LLC; Bldg. 23; Warehouse Storage; mo. to mo. through October 2020

- e. Lease Order #20-13; Lighthouse Property Management; Bldg. 5, Unit B (east wing); office and storage; Two year/then month to month (partial rent/improvement trade)
- d. Draft Financials, April 2020 – Pami reported that 17% remains in the budget except in administration but everything is going fine and she isn't worried about May and June. Most of the staff are on reduced hours and qualify for Workshare to collect a portion of their unemployment benefits. The Port's savings on payroll will be about \$22,000 per month during Workshare. Five tenants have requested rent abatement but a couple of them have caught up through June after receiving relief funding. They may still need rent abatement for several months beginning in July and another tenant recently submitted a request. Those tenants are still being invoiced for the full amount and Pami is tracking their accounts in a spreadsheet. She is still setting aside the funds for debt service. Jack asked about the reduction in railroad revenues and Pami said the switching fee income and building/land rent is down. Then she explained other line items to the board to their satisfaction.

Sierra moved to Approve Consent Agenda as Amended, Matt seconded and the motion passed 5-0.

- 5. Discussion and Consideration of Resolution 2019-2020 #5, Accepting Grant 3-41-0060-019-2020 from the Federal Aviation Administration for CARES Act Funding, and Authorization for General Manager to Sign Grant Documents – Received the documents for the \$30,000 grant, so needs the approval of the resolution to move forward. **Matt moved to Approve Resolution 2019-2020 #5, Accepting Grant 3-41-0060-019-2020 from the Federal Aviation Administration for CARES Act Funding, and Authorization for General Manager to Sign Grant Documents. Sierra seconded and the motion passed 5-0.**
- 6. Discussion and Consideration of – Rita Welch, Museum Director said she has worked with the State Historic Preservation Office to have Hangar B added to the National Historic Landmark List. There would be no additional restrictions or requirements on maintenance or improvement projects and the listing would qualify the hangar for grant funds through the National Park Service. Rita drafted a letter of intent to the National Park Service informing them of the Port's plan to apply for National Historic Landmark status. **Jim moved to Approve the Letter of Intent for Inclusion of Hangar B to the National Historic Landmark program, to be signed by the Board President. Matt seconded and the motion passed 5-0.**
- 7. Discussion and Consideration of Draft Continuity of Government (COG) Plan - Tabled to June meeting to allow the board to review more thoroughly. Jack said the plan would be useful for major events having long term effects.

8. Old Business:

- a. Discussion of Building #19 and options for mediation and repair. Michele reported that the Port's insurance doesn't cover water movement (water seeping through the concrete slab) and defective materials. She has seen the report from the Envelope Engineer and received an estimate for trenching around the building (approximately \$30,000.) She contacted Day CPM, which served as the construction management firm through the FEMA projects, to ask if the Port missed something in the specs at the time of the remodel. Joshua Dodson from Day CPM came into the office and looked around. He has already read all the documents and testing results and will walk the Port through the issues pro bono. It will probably be necessary for the Port to move everyone out; replace all the carpet; get the HVAC cleaned; move everyone in; and trench the outside. Joshua thinks it will cost about \$150,000 or less. Michele asked the board if they want to continue working in one month segments. She estimates it will take Joshua a couple of weeks to get the information he needs and to work with LRS to determine the specs that were used for the building. Day CPM will have to be paid if the work goes out to full bid. Jim asked if the Port employees would be able to do the trenching and Michele replied that they don't have all the skills needed. The board decided to wait for more information before taking action.
- b. Discussion of Current Strategic Business Plan Goals in relation to General Manager Annual Evaluation. Jack, Sierra and Michele previously met to identify desired qualities and skills in a general manager; both specific, e.g. meeting financial goals and subjective, e.g. effective leadership. Matt asked when they will be presenting their findings for discussion by the board. Jack, Sierra and Michele need to meet a second time to develop a structure for evaluations of General Managers and how closely to tie it to the SBP. Jack spoke of developing a list of five core values for the Port to establish a culture for the board and employees to follow. Tabled to June meeting for further discussion.

9. Manager's Report – Discussion

- a. Update on current operations
 - i. Ports Funding – Rep. Schrader article regarding the attempt to include municipalities in any future aid for offsetting losses due to COVID-19.
 - ii. RV Park – County Resolution #20-013
 1. Opportunity? Michele was approached by the County and CARE regarding allowing the RV Park to be used for transient lodging while state and county parks are closed to camping. One option would be for CARE to rent the whole RV Park while providing a camp host, portable toilets, trash pickup and extra sheriff patrols. Jack is concerned about a possible negative image for plane occupants flying in and out of Tillamook. Sierra asked if the County and CARE would

cover any liability. Michele is to continue discussions with CARE.

- iii. Staffing – Salaried employees are still working full time and most of the staff are working at a 40% reduction in hours. Furloughed employees still receive all benefits.
- iv. Revenue – septage receiving was originally a concern when the COVID-19 restrictions on campgrounds went into effect but the dumping has increased from the same time last year.
- b. DEQ Action from digester spill. The Port received the letter regarding a fine of \$19,800. Michele has requested an appeal and will have an informal meeting with Permit Coordinator Jeremy Fleming and Sarah Wheeler from DEQ. She will protest the fine but any fine levied plus any legal consultation fees will be passed on to Tillamook Biogas as per their lease.
- c. Hoquarton Trail Easement Letter to City – copy of letter and invoice sent to City informing them of board's decision on the easement fee.
- d. Letter to Water and Sewer Users regarding the lowering of the water rates and raising of the sewer rates.
- e. TPUD Rebate for lights installed in Building #7. Received a check for \$1,756 as a rebate for installing more efficient LED fixtures.
- f. TPUD PPA Update – received the contract from PUD terminating the Purchase Power Agreement with POTB effective December 31, 2020 since there hasn't been any electricity produced for thirteen months. Clay with Tillamook Biogas has requested that Michele delay signing for a month so their legal counsel can review it. If Biogas eventually is able to generate electricity for the grid, then as owner of the digester, the Port has to make the PPA with PUD on their behalf. It was decided to hold off on signing the document until next month.

10. Committee Reports

- a. Tillamook Lightwave (TLW) – Jim Young reported that TLW has budgeted funds for a study regarding providing fiber optic throughout the county. He is concerned about competing with private companies for residential and small business service. Jack said he knows of areas in the county not served by private internet service and this would fill in the gaps.
- b. NWACT – Jim Young said they discussed confusing signage at the Wilson River Loop interchange and the worsening conditions on Hwy 6.

11. Communications – Info only/no discussion

- a. Salmonberry Trail newsletter (May 2020) - FYI
- b. World Fuel Services – current pricing – FYI
- c. Linn County v. State of Oregon/Forestry – FYI
- d. June Budget Hearing and Regular Board Meeting – June 18, 2020 at 6:30 pm via Zoom

Sierra asked Rita for an update on the status of the Drive-in Theatre fundraiser for Hangar B. Rita has talked with the City about borrowing or renting a projector and with the local theatre about movies.

12. Adjournment @ 9:03 p.m.