



**AGENDA**  
**POTB BOARD OF COMMISSIONERS**  
**REGULAR MONTHLY MEETING**  
**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM**  
**WEDNESDAY, SEPTEMBER 20, 2023 AT 6:00 P.M.**

<https://us02web.zoom.us/j/83129151116?pwd=dkFRM0VsWlk1U04yQnh6UU00ekNndz09>

*Any comments or written testimony, if allowed, may be submitted to [mbradley@potb.org](mailto:mbradley@potb.org) up to 3:00 pm on the afternoon of the meeting*

1. 6:00 Call to Order, Recognition of Persons Present, and Public Comment for Items Not on the Agenda (2-minute limit, or as Board President Desires)
2. 6:05 Discussion with Friends of Tillamook Air Museum – FOTAM President Gene Kyniston
3. 6:20 Discussion of Railroad Right of Way Issues, Salmonberry Trail, Crossings, and Encroachments
4. 6:35 Consent Agenda
  - a. Minutes of 8/16/23 Regular meeting
  - b. Lease Order #23-24 Green Toaster, LLC; RR MP 837.42; Private Road Crossing; Annually
  - c. Lease Order #23-25 Green Toaster, LLC; RR MP 837.43; Encroachment; Annually
  - d. Lease Order #23-26 Laviolette Bay Trading Co., LLC; RR MP 837.29; Encroachment; Annually
  - e. Lease Order #23-27 Cutler, LLC; RR MP 841.22; Encroachment; Annually
5. 6:50 Office Administrator Report – Pami Boomer
  - a. Discussion and Consideration of Capital Outlay budget line item for Septage Receiving Upgrade **(Action)**
6. 7:00 Air Museum Information (written only; Rita on vacation)
7. 7:05 Manager’s Written Report and Discussion - Michele Bradley **(No Action)**

8. 7:15 Discussion and Consideration of Property Donation to ODOT for the NW Main Street/NW Banks Road Intersection Improvement (Project 100312-10) in Banks, OR for required environmental and stormwater needs and permission for General Manager to sign paperwork **(Action)**
9. 7:20 Discussion and Consideration of Board Duties and Responsibilities Policy Manual **(Final Draft - Action)**
10. 7:25 Discussion and consideration of amending POTB Resolution 2018-2019 #3 Fee Schedule with updated costs per the Road Maintenance Fee Ordinance #8 **(Action) (more info to follow)**
11. 7:35 Commissioner updates and written reports
  - a. Tillamook Lightwave
  - b. Salmonberry
12. 7:40 Communications
  - a. General Manager vacation – October 5-13, 2023
  - b. Wednesday, **October 25, 2023**, 6:00 pm Board Meeting (4<sup>th</sup> week)
  - c. Friday, November 10, 2023, Closed for Veteran’s Day
  - d. Saturday, November 11, Veteran’s Day
  - e. Wednesday, November 15, 2023, 6:00 pm Board Meeting
  - f. Thursday and Friday, November 23 & 24, Closed for Thanksgiving
  - g. Wednesday December 20, 2023, 6:00 pm Board Meeting
  - h. Monday, December 25, 2023, Closed for Christmas Holiday
13. 7:45 Executive Session per ORS 192.660(2)(e) to conduct deliberations with person designated by the governing body to negotiate real property transactions
14. Adjourn by 9:00