



APPROVED 12/15/2021

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM

WEDNESDAY, NOVEMBER 17, 2021, 6:00 P.M.

<https://us02web.zoom.us/j/86895410895?pwd=a2Ezbnk9ub2RFd25Rd3Y2UWpCWmpldz09>

1. Call to Order @ 5:59 p.m.

Persons Present: Commissioners Jack Mulder; Sierra Lauder; Kevin Stoecker and Bill Baertlein. At 6:50 p.m., Matt Mumford arrived.

Port Staff: General Manager Michele Bradley; Rita Welch; Pami Boomer and Margaret Amick

SDAO Consultant Jim Knight; Tillamook County Broadband Coordinator Samantha Goodwin; Guest Linda Adler on Zoom

Public Comment – Samantha Goodwin updated the board on her work with TLW and interactions with Wave. She learned that currently TLW completely owns 64.6 miles (40%) of the 162 total miles of Wave fiber in Tillamook County. Wave would like to continue working with TLW as an exclusive middle-mile partner and will be willing to compete with other partners for last-mile contracts. They are still interested in purchasing the TLW assets. TPUD wants to move forward in the process to expand broadband and improve the relationship between partners by scheduling a larger meeting for all the partners to attend and collaborate. They are open to hiring a manager for TLW and having longer and more frequent meetings. Tillamook County also wants to move forward with expanding broadband. With the passing of the federal Infrastructure Bill, Oregon will initially receive \$100 million for broadband access improvements. Tillamook County has \$5 million in American Rescue Plan Act funds and is seeking applications from projects that are pretty much ready to go. Michele is applying for funds to replace the line-of-sight internet access at the airport with a safer, more reliable system. Samantha is working with Col-Pac on a grant application for a large section of Tillamook County. She said the next steps involve getting a commitment from all three governments to move forward with TLW and start drafting a broadband plan for grant applications.

2. Discussion regarding General Manager Job Description and Annual Review process – Jim Knight explained that the draft Position Description was developed from Michele’s perception of her responsibilities and functions along with comments from the board at the workshop on October 14. He emphasized that the Commission should adapt the final version to their ideas of her responsibilities. Then Michele reviewed the Position Description, making notes and changes as suggested by the board. There was discussion of whether some qualifications should be required, or just desired, in future hiring for the General Manager position.

Jim described the Performance Evaluation form as a tool for each Commissioner to formulate feedback of their assessment of Michele’s execution of her job. The categories are the main duties and responsibilities and the bullet points offer possible topics for further comment. Michele reviewed the sections of the form and made revisions as requested by the board. It was suggested that for future evaluations the term “Areas of Emphasis” be used instead of “Goals” to reflect that objectives can change due to unforeseen events and it shouldn’t negatively affect the evaluation. Jim suggested that Michele perform a self-evaluation and the commissioners individually fill out the evaluation and give them to Michele. Then Michele would meet one on one with those commissioners who choose to do so, giving Michele a chance to respond and them the chance to amend their evaluation. Finally, the board as a whole will complete the evaluation at the monthly board meeting.

It was agreed that Michele will include her self-evaluation and a blank evaluation form for the commissioners in the December 15 board meeting packet. Jim said that SDAO can provide an electronic form for those preferring to fill it out online. They will return the evaluation forms by December 29; Michele will meet one on one during the first two weeks in January; provide copies of all evaluations in the January board packet; and the annual review will be done in Executive Session at the January 19, 2022 board meeting. Discussion to identify Areas of Emphasis will occur afterward. Michele will document the process and provide copies for future reference.

3. Office Administrator Report – Pami said the financials are on track with the budget and doing well. She and Commissioner Baertlein have decided that instead of meeting in person she will email the financials to him to review and they will discuss any issues that may come up. The audit is still in process and draft financials should be coming next week. The RV Park closed for the season on November 16.
4. Tillamook Air Museum Director Report – Rita said the TBCC welding class will begin constructing the open metalwork blimp in December using materials purchased by TAM with funds provided by Visit Tillamook Coast. Projected completion is the middle of spring term. There was discussion of ways to keep

the community informed of the progress in the replacement of the jet on the pole to minimize negative feedback. Admissions to the museum have increased over 2019 and 2020, even with the Covid-19 restrictions. The museum will be participating in the Tillamook Chamber of Commerce Shop Small Local promotion for Small Business Saturday by offering 10% discount on admission and gift shop purchases by providing local ID. Santa and the Grinch will make an appearance on Saturday December 11, and the health department will be offering covid, pneumonia, and flu vaccinations for anyone interested.

FOTAM met Monday November 15. They are applying for a TLT marketing grant to advertise on Fox 12 news for 6 weeks with a mix of social media and television messages. The grant is for a maximum of \$10,000 with a 50% match. FOTAM is asking the Port for \$5,000 to add to their \$5,000 for the match. The Port has funds in the budget along with accumulated donations to cover the \$5,000. Pam asked Rita to have FOTAM submit an invoice as backup for the expenditure. FOTAM will be running a promotion on the website during the off season with a discount for admission to the museum and is planning a silent auction and dinner fundraiser for March 19, 2022. There was discussion of whether museum revenue and Hangar B rents in excess of expenses should be reinvested in repairs and upkeep of the building. It was decided to revisit the decision when developing the budget for the next fiscal year.

5. Consent Agenda

- a. Minutes for October 14, 2021, Special Meeting; October 20, 2021, Regular Meeting
- b. Lease Order #21-27 Banwait Racing, LLC; RR MP 845.37; Encroachment for employee parking, loading, and unloading of business goods; annual

Bill moved to approve the Consent Agenda as presented, Sierra seconded, and motion passed 5-0.

6. Discussion and Consideration of Resolution 2021-2022 #4, Accepting a grant from the USDOT FAA for Funding through the American Rescue Plan Act (ARPA) through the Airport Rescue Grant Program (ARGP), replacing Resolution #2020-2021 #6 with corrected grant number of 3-41-0060-023-2022, for \$32,000. **Matt moved to approve Resolution 2021-2022 #4, Accepting a grant from the USDOT FAA for Funding through the American Rescue Plan Act (ARPA) through the Airport Rescue Grant Program (ARGP), replacing Resolution #2020-2021 #6 with corrected grant number of 3-41-0060-023-2022, for \$32,000, Bill seconded; motion passed 5-0.**
7. Discussion and Consideration of Addendum No. 1 of MOU with Long Prairie Water District POTB, Pleasant Valley Water Co., and South Prairie Water Association for Regional Water Supply Planning and Authorization for General Manager to sign. **Bill moved to approve Addendum No. 1 of MOU with Long Prairie Water District POTB, Pleasant Valley Water Co., and South Prairie Water Association for Regional Water Supply Planning and Authorization for General Manager to sign, Sierra seconded, and the motion passed 5-0.**

8. Manager's Written Report and Discussion: Michele Bradley updated the board on: the Airport: federal funding for the AWOS is approved, just waiting for Congress and President to sign bill; A2/A3 and Main Apron projects basically complete. Industrial park: MOU for Regional Water Supply Planning is ready to sign. Railroad: derailments at Banks yard; expansion of Banks-Vernonia Trailhead parking; Salmonberry Trail; meeting with new owners of Old Mill Marina. Port: approval of Brickyard Rd. approach. Projects: NPDES upgrades; Disc Golf, waiting for School District to sign the agreement, baskets are in transit; request for ideas for Port projects to be funded with American Rescue Plan Act funds, Michele will submit a request for underground fiber cable to the airport for more reliable internet, and equipment for hybrid meetings in the Mess Hall, and the 2 conference rooms in the Admin building.
9. Board Member Comments/Requests/Concerns/Reports/Scheduling
 - a. FOTAM – See Item #4
 - b. Col-Pac – Sierra said that Col-Pac is talking with NoaNet about being the middle-mile provider for the northern part of Tillamook County and TLW will want to renegotiate the contract with Wave to provide the middle-mile service to the Tillamook City area to provide a more equitable arrangement. She said there is still a lot of work to do.
 - c. TLW - See Item #1
10. Communications
 - a. Thanksgiving Holiday, office closed Thursday and Friday
 - b. December Regular Meeting: **December 15, 2021, at 6:00 pm**
 - c. Christmas Holiday, office closed December 24th
 - d. New Year Holiday, office closed December 31st
11. Adjourned @ 8:56 p.m.