



**APPROVED 3/31/2021**

**MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**VIA ZOOM (Contact [mbradley@potb.org](mailto:mbradley@potb.org) for meeting info)**

**WEDNESDAY, FEBRUARY 24, 2021, 6:00 P.M.**

1. Called to Order @ 6:00 p.m.  
Recognition of Persons Present: Commissioners Jack Mulder; Sierra Lauder; Matt Mumford and Chris Sween. Absent: Jim Young  
Port Staff: General Manager Michele Bradley; Rita Welch; Chance Steffey; Margaret Amick and Pami Boomer  
Jennifer Bloeser, Oregon Coast Wasabi  
Jeff Joslin, Property owner in Rockaway Beach  
Colin Walker, Tillamook Disc Golf Club  
Hilary Dorsey, Tillamook Headlight Herald  
Public: James Potts; Bill Baertlin
2. Citizen Comment for Items Not on the Agenda: Jennifer Bloeser gave the board a summary of her company's purpose and growth, and then spoke about their desire to lease or buy property to expand production.  
  
Jeff Joslin spoke of the unique problem of having a portion of the house he bought encroaching on the railroad right of way. He would like to avoid passing the problem on to his heirs and asked the board to consider either selling him that portion of the right of way or approve a guaranteed long term encroachment contract.
3. Staffing update: Aaron Palter left POTB employment at the end of January. Chance Steffey was hired part time as the Port District Engineer and will be overseeing the Storm Water system and the HVAC upgrade along with applying his engineering knowledge to other projects for the Port. He filled in the Board regarding his background and qualifications.
4. Disc Golf Course update – Colin Walker has been working with Tillamook County School District Superintendent Curt Shelley on obtaining Liability Insurance for the Disc Golf Course. Mr. Shelley wasn't sure the school district's insurance carrier would be willing to underwrite the disc golf club since the district doesn't

own the land used by the club. He suggested that the Port be the holder of the insurance with the disc golf club paying the premiums. Michele told Colin that she has spoken to Mr. Shelley and that Special Districts Insurance Services (SDIS) provides the liability coverage to both organizations. She talked with SDIS and they have provided liability insurance for other school districts' disc golf clubs. She is consulting with them about a way for the Tillamook school district to carry the coverage and have the Port as an additional insured. Colin reported that the designers have walked the course and viewed drone footage to help them start planning the course. He said he is ready to order the baskets and Michele said she has found a 24 foot container for storing the equipment for \$2,000. Colin said he wants it, so Michele will send him the contact information. He expects the course to be competition ready by Spring of 2022. Sierra thanked Colin for being prepared at the board meetings and making the process go so smoothly for the board. Colin thanked Nan Devlin at Tillamook Coast Visitors Association and Michele Bradley for supporting the project and helping to move it along.

5. Consent Agenda:

- a. Minutes from January 19, 2021 Regular Meeting
- b. Lease Order #21-01 – Roby's Furniture, Building #7, warehouse space; month to month
- c. Lease Order #21-02 – David Conway, Hangar #4; airplane storage; month to month
- d. Lease Order #21-03 – Tillamook Estuaries Partnership; RR Fuel Spur; parking; 2 years
- e. Lease Order #21-04 – Meadow Outdoor Advertising; Sign Encroachment; MP 842.39; month to month

Sierra and Matt requested separate revisions to the minutes. **Then Sierra moved to Approve the Consent Agenda with the changes. Matt seconded and the motion passed 4 – 0. Jim Young absent.**

6. Office Administrator Report: Pami Boomer

- a. Draft Financials – January 2021 Pami reported the budget is on track, is doing well at this point, and revenue is holding steady even with the museum being closed part of the time. Pami reported lots of interest in leasing space at the Port. She took questions from the commissioners and either answered them or took notes for follow up by email since she couldn't access the information from her location.
- b. Detailed Report for Salaries and Benefits – Pami and Michele explained why wages are allocated to the individual departments and how the figures are used to create the next budget. Jack asked to review the railroad lease revenues in March.
- c. Supplemental Budget – Pami told the board that a supplemental budget may be needed due to a debt payment of about \$70,000 - \$80,000 that wasn't included in the budget because of an oversight. The money is set aside in the pool so the supplemental budget will just reallocate some funds

into the debt portion of the budget. The budget committee doesn't have to be convened since the amount is less than 10% of the budget. No action is required until the March meeting.

7. Tillamook Air Museum Director and FOTAM Report: Rita Welch, Director said everything is going fairly smoothly and somewhat busy for February. They have opened back up and most staff is working. The maintenance staff will return the first week in March and will begin the usual seasonal projects.
  - a. FOTAM Update: Rita reported that communication with most of the board is almost nonexistent and she doesn't know if anyone from FOTAM has followed up on the paperwork for the DOJ. The bank statements given to her are incomplete and in disarray. Rita met with Carolyn to go over the bookkeeping and how to maintain the monthly paperwork, but she thinks Carolyn doesn't feel that FOTAM can do it and wants to hire someone. FOTAM doesn't currently have the revenue stream to support that solution, but Rita said that while FOTAM is at its current size she can help. Sierra told about talking to Bruce Lovelin and he seemed to be unsure of how to proceed with FOTAM without outside support.
    - i. Carolyn Decker letter to the editor – FYI
    - ii. Discussion/Direction for Administrative Assistance to FOTAM: Sierra drafted a letter and Jack is reviewing it before sending it to the FOTAM board informing them of the necessity to have a joint meeting to discuss the Port's plan to provide staffing for their administrative functions. The Port's legal services would draw up a Memorandum of Understanding detailing FOTAM's responsibilities and the services the Port would provide under contract with them. The goal is to have the MOU completed in time to include the funding in the 2021-2022 budget; it was suggested that the Port donate the administrative support. The board came to a consensus for Michele to have legal services draw up the MOU for review at the March board meeting.
8. Discussion and Consideration of Notice of Intent to Award contract for HVAC Services – Received three proposals from the RFP, none of the local contractors applied. Michele recommended MacDonald-Miller because they have a lot more experience and they have multiple accounts in Tillamook County which will make scheduling servicing easier. **Sierra moved to Approve the Notice of Intent to Award contract for HVAC Services to MacDonald-Miller Facilities. Chris seconded and the motion passed 4-0, Jim Young absent.**
  - a. If no valid protest emerges during 7-day protest period, Authorization for General Manager to move forward with Personal Services Agreement for HVAC Service and sign all necessary documents. **Sierra moved that if no valid protest emerges during 7-day protest period, the General Manager is Authorized to move forward with Personal Services Agreement for HVAC Service and sign all necessary documents. Chris seconded and the motion passed 4-0, Jim Young absent.**

9. Discussion and Consideration for Port Manager to Apply for OBDD Port Planning and Marketing Grant for Regional Water System Planning. The funds would be used for POTB's portion of the planning and marketing costs for a regional water system, in cooperation with Long Prairie and Pleasant Valley water districts.
- a. \$30,000 grant, but could be up to \$50,000/25% match

**Matt moved to Authorize Port Manager to Apply for OBDD Port Planning and Marketing Grant for Regional Water System Planning, Sierra seconded and the motion passed 4-0, Jim Young absent.**

10. Manager's Report and Discussion: Michele Bradley

- a. ODOT Community Paths Grant applications for Salmonberry Trail – Michele has been working with Jon-Paul Bowles of the Salmonberry Trail Foundation who has applied for grants to develop three separate sections of the trail. Michele offered Port staff time to manage the grant funds for the section from Garibaldi to Barview, if the application is successful. Rockaway Beach will provide any match funds needed for the grants. The third grant is in Washington County.
- b. Tort Claim Notice Update – It has been discussed with the tenant of the property involved and turned over to the Port's insurance carrier.
- c. Tillamook County Board of Commissioners – Federal Funding Priorities 2021 – The board agreed for Michele and Rita to attend the meeting on March 2, 2021 and present the Port's requests to the commissioners. The board's priorities include Hangar B and the south jetty repair.
- d. NPDES Permit modification and project update – DEQ agreed to extend the compliance dates of several of the permits.
  - i. Warning Letter – DEQ warning of excess BOD in November. Mike Christie informed DEQ that the unavoidable delay between sample collection and testing causes inaccurate readings. He has been working with them to resolve the issue but now Chance Steffey will be taking on the task.
- e. Before and After Photos of Building 11, Unit O - Improvements by the tenant and Port staff.
- f. Complaint in Rockaway Beach regarding Roadway use along the railroad right of way – Michele gave the board the details of the complaint by a long term landowner regarding the development activities of the new owner of the property next door and their objection to the new person's access from the RR right of way maintenance road.
- g. COAR Grant Approval – Oregon Department of Aviation approved a COAR grant of \$150,000 for matching funds for the FAA grant for the Main Apron Expansion Project. An FAA fully funded grant is for the Overlay project which will re-overlay the entire blimp circle and complete the unfinished portion of the second circle near UPS that was not completed in the last FAA AIP project.

11. Recessed Regular Meeting @ 8:03 p.m. and entered Executive Session per ORS 192.660 (2) (e) for Real Property Transactions @ 8:13 p.m. Exited Executive Session and reconvened Regular Meeting @ 9:11 p.m.

12. Discussion: 2021 Manager Goals – tabled to the March 2021 meeting. Hangar B and succession planning were suggested for two potential goals.
13. Board Member Comments/Requests/Concerns/Reports
  - a. STIA funding – Jack Mulder spoke of how administration costs for STIA have risen and asked if the board is open to contributing more than the current \$3,000 per year beginning in FY 2021-2022. If so, in what amount? The board is open to it but wants a written request specifying how much is wanted. Jack will follow up with STIA.
  - b. TLW update – Sierra Lauder reported no results yet from the survey of public interest in broadband services.
14. Communications
  - a. Next Regular Board meeting: Wednesday, March 24, 2021 @ 6:00 p.m. by Zoom.
  - b. April and May Regular Meetings will be held on the 4<sup>th</sup> Wednesday of each month @ 6:00 p.m.
15. Adjournment @ 9:27 p.m.