



APPROVED 06/30/2021
DRAFT MINUTES
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
VIA ZOOM
WEDNESDAY, MAY 26, 2021, 6:00 P.M.

1. Called to Order @ 6:01 p.m.
Recognition of Persons Present: Commissioners Sierra Lauder; Matt Mumford and Jack Mulder (@ 7:08 p.m.). Absent: Chris Sween and Jim Young
Port Staff: General Manager Michele Bradley; Pami Boomer; Rita Welch; Chance Steffey and Margaret Amick
Bill Baertlein, Port Commissioner Elect
Tonya Moffitt, Merina + Co. Partner and Auditor
Anita Metlan, Oregon Coast Railriders (OCR)
Robert Henry, HBH Consulting Engineers
Sam Aldridge, Oregon Coast Scenic Railroad (OCSR)

OPEN BUDGET HEARING @ 6:03 p.m.

There were no public comments on the Budget

CLOSE BUDGET HEARING – CONTINUE REGULAR MEETING 6:03 p.m.

2. Consideration of POTB Budget and Tax Rate for Fiscal Year 2021-2022 per POTB Resolution 2020-2021 #3. **Matt moved to Approve the POTB Budget and Tax Rate for Fiscal Year 2021-2022 per POTB Resolution 2020-2021 #3. Jack seconded; the motion passed 3-0. Absent: Chris Sween and Jim Young**
3. Citizen Comment for Items Not on the Agenda: None
4. Annual Report, Audit – Tonya Moffitt, Managing Partner at Merina+Co, said that the report was delayed because they had to wait for some information they needed from the federal government and also due to the inefficiency of having the audit performed remotely this year. She thanked the Port staff for their extra help by scanning all the requested documents and providing any other information needed. She reported that the audit is an unmodified opinion, which

is the highest level of opinion that they can give on a financial statement. The audit found the Port in compliance with all regulations and requirements. Former municipal auditor Bill Baertlein complimented Tonya on a well-presented report.

- 4.5 Anita Metlan of the Oregon Coast Railriders told the board that she is opposed to the approval of Lease Order #21-11 to Twins Ranch for a railroad right of way encroachment in aid of operating a rail cycling business. She is opposed due to the ongoing dispute between OCR and OCSR regarding the abrupt termination of OCR's contract to operate on the section of POTB's railroad currently leased to OCSR. She is extremely upset at the way OCR was cut off and how OCSR wasn't open to discussing or resolving the issue and she felt that OCSR acted unethically. Anita spoke of the success and continued growth of their business and the economic benefit to the local area while they were in operation. She asked the board to deny the lease to Twins Ranch and to use the Port's position as the railroad owner to encourage OCSR to pursue training in people management skills, particularly regarding vendors; and to learn how to be more ethical and supportive in their business practices. Sierra assured Anita that the board thinks OCR has been a great business; they have been happy to have OCR affiliated with the Port; and they are sorry to see how things are progressing. Then Sierra told Anita that, even though she empathizes with her position, the approval is only a formality. The commissioners' hands are tied regarding the lease to Twins Ranch since it can't really discriminate between similar businesses. Michele explained that the Operating Agreement with OCSR allows them to sublease operations on the railroad without intervention from the Port. The Port grants leases on the land within right of way and Michele assured her that OCR's leases with the Port are all in good standing. Anita thanked the board for giving her the opportunity to explain her opposition to the lease.
5. Thirty-day notice of Annual Review of POTB By-Laws and potential changes. Action to follow in June or July meeting. Current policy attached with draft changes for consideration. The commissioners will review and make notes for discussion at the June meeting.
6. Consent Agenda
- a. Minutes from April 22, 2021 Budget Committee Meeting and April 28, 2021 Regular Meeting
 - b. Lease Order #21-09 Donald Olson, Land Lot, North D Street; Temporary Parking; month to month
 - c. Lease Order #21-10 Jon Friedemann, Hangar #23; Aircraft Storage; month to month
 - d. Lease Order #21-11 Twins Ranch, LLC, POTB RR MP 855.7; Encroachment; Storage Container for Rail Rider Equipment and Portable Restroom; annual
 - e. Lease Order #21-12 Oregon Dept. of Forestry, POTB RR MP 798.08; Railroad Crossing Easement; annual

Jack moved to Approve the Consent Agenda as Presented; Matt seconded and the motion passed 3-0. Absent: Jim Young and Chris Sween.

7. Tillamook Air Museum Director and FOTAM Report: Rita Welch, Director
- a. The Services Agreement between FOTAM and Port was signed by FOTAM Board President Bruce Lovelin on May 7, 2021.
 - b. T-39 Sabreliner Display – Supplied as a replacement for a plane removed last spring after Rita reminded CAAM that their contract requires they maintain a minimum number of planes on display in the museum. Rita said the agreement will need to be updated to include the type of work that TAM is able to perform, such as minor cleaning, on the planes from CAAM. When a plane requires more extensive work for static display, such as major cleaning and/or painting, Rita wants it written into the contract that TAM will display the plane for a designated number of years.
 - c. Joint Meeting with FOTAM in August, date to be determined.
 - d. FOTAM Meeting Minutes – May 7, 2021. The audio recordings will serve as the official minutes, but a hybrid set is created with the addition of the written report that Sierra, in her role as liaison, submits to the Port board. Rita adds an Action Item section to Sierra's notes and sends it to the board.
 - e. FOTAM Recommendation to appoint three new board members to the FOTAM Board. **Matt moved to appoint Eugene Kyniston, Ann Richards and Zehn Richards to the FOTAM Board of Directors. Jack seconded and the motion passed 3-0; Absent: Chris Sween and Jim Young.**

Matt asked if Rita had received quotes for repairing the venting in Hangar B's roof. She said the contractors she has been speaking with backed out of submitting a quote for the venting but would be submitting quotes on roofing the building. There have been different recommendations for how to mitigate the moisture build up at the peak of the ceiling and Chance and Rita have been trying to find expert opinions on what kind of ventilation is needed.

Michele said she has applied to Senators Merkley and Wyden to obtain \$2 million in Community Discretionary Spending funds for roofing the hangar. She submitted it under the National Parks section and was informed that the application was moved to a category that wouldn't require a 50-50 match. She also applied for \$500,000 to replace the AWOS at the airport.

8. Office Administrator Report
- a. Financials for April 2021 – Pami reported the Port is right on track with expenses and revenue. The only major project ongoing is the carpet replacement in Building #19 but the expense is covered in the budget. She reported that in June the Port will be receiving the annual revenue from ACS for the fiber optic cable encroachment lease.

- b. Discussion and Consideration of Covid-19 Guidelines and Vaccination Policy, Adding Section 11F to the Personnel Manual. **Matt moved to Approve the Covid-19 Guidelines and Vaccination Policy, Adding Section 11F to the Personnel Manual. Jack seconded and the motion passed 3-0; Absent: Jim Young and Chris Sween.**
 - c. Discussion and Consideration of Resolution FY 2020-2021 #2, Acceptance of FAA Grant #3-41-0060-022-2021 under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act). Michele informed the board of the grant opportunity and after a short discussion there was a correction of the date and amount on the document. **Matt Mumford moved to Approve Resolution FY 2020-2021 #2, Acceptance of FAA Grant #3-41-0060-022-2021 under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act) as amended. Jack Mulder seconded, and the motion passed 3-0. Absent: Jim Young and Chris Sween.**
9. Discussion and Consideration of next steps for NPDES Permit, review of work to date, Engineer's Estimate, and Options moving forward – Rob Henry, of HBH Consulting Engineers who conducted a study on ways to mitigate chlorine and ammonia discharge levels from the wastewater treatment system, gave a timeline for the stages of the improvements required by DEQ. He compared the costs and feasibility of three options: a Membrane Bioreactor at \$7 million; the Orenco System at \$1.9 million; or modifications to the lagoons in two or three phases, for a cost of between \$900,000 - \$1.26 million. Phase 1 is Improvements for NPDES Compliance (Chemical Dechlorination and Ammonia Treatment). Phase 2 is removal of biosolids and application to land. Phase 3 is installing synthetic liners to the lagoons (if required by Oregon DEQ). HBH determined that modifying the lagoons would meet the NPDES Permit requirements as well as the projected treatment needs of the Port for 20 years. Chance recommended that Phases 1 and 2 should be done simultaneously to correct the Biological Oxygen Demand violation from DEQ. Sierra asked Rob how long the interval should be between biosolids removal from the lagoons. She wants the Port to have the information needed to structure its fees to plan for future maintenance costs. Rob said the Port's lagoons are just now to the point of needing to be dredged since being constructed in 1968, so he thinks probably 30 years. Michele said that Chance is working on an overall asset management plan which should include that information in the bigger picture for all of the Port systems. Michele proposed using the remaining funds from the Business Oregon Special Public Works Fund grant to continue the work with HBH to move into the design phase and pursue more funding. The board reached a consensus to approve Michele's proposal.

10. ODOT Request for Permanent Easement for ODOT Hwy 47 West Fork Dairy Creek Bridge Project, and Authority for General Manager to Sign. ODOT needs a portion of the POTB railroad right of way as part of the project to repair the bridge. They will pay \$2,200 for the permanent easement and the completed project will not affect STIA's plans for the Salmonberry Trail. **Jack Mulder moved to Approve the ODOT Request for Permanent Easement for ODOT Hwy 47 West Fork Dairy Creek Bridge Project, and Authority for General Manager to Sign. Matt Mumford seconded, and the motion passed 3-0. Absent: Jim Young and Chris Sween**
11. Discussion and Consideration of Amendment to POTB Hunting Policy. It was proposed to continue selling permits for hunting on the Port, including the section on the corner of Long Prairie Rd. and Brickyard Rd. The activity will be monitored for any negative feedback from the two landowners in that section which will determine future hunting in the area. There were suggestions regarding cutting the number of permits; mandatory reporting of take or no take; trail cams to detect trespassers; and offering permits for disabled or youth hunts only. Michele will rework the Hunting Policy and consult with staff for revisiting in June.
12. Manager's Written Report and Discussion: Mostly for informational purposes. Michele reported that Mark Landauer emailed her that the legislative concepts that Michele and SDAO put forth regarding delinquent property taxes became HB-2781, has had its second reading and is expected to pass later in the week.
13. Board Member Comments/Requests/Concerns/Reports
- a. Tillamook Lightwave Written Report for the April meeting was provided by Sierra. The Lead for America is an organization that provides fellowships to college graduates to fill sponsored jobs in their home communities. TCCA has sponsored Fellowships with the purpose of providing a way for local talent to contribute to the community and giving them an incentive to stay. Sierra reported that the TLW board requested that each member organization consider contributing \$20,000 a year for two years to supplement the fellowship funds for a staff member to work with Rachel Hagerty. Jack said he didn't think that the Lead for America fellowships allow for that. The board didn't feel they want to subsidize staff for another organization and they would need more specifics on the request. The final presentation from the consulting firm doing the feasibility study on Broadband to the Home is coming up soon. Sierra spoke of the need for all the member boards to attend a meeting to review the information and for the Port board to follow up with a workshop to discuss the extent of its interest and involvement in the project.
 - b. STIA – Jack reported that the City of Rockaway Beach received a \$1.26 million grant under the Community Pathways program to build the first section of the Salmonberry Trail on the main line with Rockaway Beach covering the match funds. In Washington County, Salmonberry Trail Foundation board member Joh-Paul Bowles is working with a Boy Scout

- c. troop doing some route finding for the Manning – Buxton connector to the Banks - Vernonia Trail. Jack reminded the board of the need to collect the lineal foot charges as the construction progresses.
- d. June is Commissioner Young's and Commissioner Sween's final meeting. Meeting will be in person and dinner will be provided for the board members.

14. Communications

- a. June 2021 Regular Board meeting: Wednesday, June 30, 2021 @ 6:00 p.m. at Port office conference room
- b. July 2021 Regular Board meeting: Wednesday, July 28, 2021 @ 6:00 p.m. at Port office conference room

15. Adjournment @ 9:01 p.m.