



**APPROVED 7/19/2016**

**MINUTES**

**BOARD OF COMMISSIONERS  
REGULAR MONTHLY MEETING**

**TUESDAY, JUNE 21, 2016, 6:00 P.M.  
POTB MAIN OFFICES – CONFERENCE ROOM  
4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order; Commissioner Young @ 6:00 p.m.  
Recognition of Persons Present: Commissioners Jim Young; Carolyn Decker; Jack Mulder and Gerry Opdahl. Bob Olsen absent  
Port Staff: General Manager Michele Bradley; Pami Boomer; Eric (Duke) Hellweg and Margaret Amick  
Gus Meyer - POTB Taxpayer

**OPEN BUDGET HEARING @ 6:01 p.m.**

2. Public Comment on Budget: none

**CLOSE BUDGET HEARING, CONTINUE REGULAR MEETING @ 6:02 p.m.**

3. Consideration of POTB Budget for Fiscal Year 2016-2017 per POTB Resolution 2015-2016 #7: Com. Opdahl asked for clarification on the sources for Grant Funds and Ms. Bradley answered FEMA, FAA, ODOT and various other state and federal sources.  
**Com. Decker moved to Approve the POTB Budget for Fiscal Year 2016-2017 per POTB Resolution 2015-2016 #7 and Approve the Tax Levy Rate of .0365 Cents Per \$1,000 of Assessed Valuation for the General Fund for Fiscal Year 2016-2017. Com. Opdahl seconded; motion passed (4-0), Com. Olsen absent.**
4. Public Comment for Items Not on the Agenda: Gus Meyer asked about the progress on FEMA projects sent to OEM for closure. Ms. Bradley reported that 6 or 7 have been sent in to OEM but are still in process due to the claims from the December 2015 storms. The Port's contact at FEMA Region 10 has been out of the office since February with a medical issue and has just come back to work. As once OEM processes them they will go to her to finish. Mr. Meyer wanted to know how the warranties on the projects will be affected by the closures and Ms. Bradley assured him they will still be in force.  
Ms. Bradley asked Duke Hellweg to give an update on the Digester. He reported that on Monday June 20, he came to work, heard something wrong with the engine and had James Peak listen to it. They called 2G and the results were that

there was moisture in a cylinder and lost 55 gallons of glycol in the engine so Digester is offline. The Digester has been offline for almost 2 months waiting for parts or mechanics; ran for 8 days and is down again. There was discussion on the performance history of the Digester and alternate uses for it. The Board expressed their frustration regarding the breakdowns and delays in getting parts and service from 2G.

5. Consent Agenda

- a. Prior Meeting Minutes – Regular Meeting May 17, 2016; Special Meeting and Budget Committee Meeting May 25, 2016 and Special Meeting June 2, 2016.
- b. Lease Orders
  - i. Lease Order #16-07 Oregon Coast Scenic Railroad, Bldg. 54 for storage; mo - mo
  - ii. Lease Order #16-08 Doug Muck, .92 acre of land for storage; month to month
  - iii. Lease Order #16-09 Parkside Café, RR MP 845.72 in Garibaldi for parking and smoking area; yearly w/3% annual increase

Ms. Bradley informed the Board that the new warehouse business park is now 100% full.

**Carolyn Decker moved to Approve the Consent Agenda and Gerry Opdahl seconded; motion passed (4-0) - Bob Olsen absent.**

6. Discussion of May 2016 Financials – Pami Boomer, Office Administrator: Pami reported she has been focusing on preparing the Supplemental Budget and making corrections to department entrees for the Auditor. She will email the updated version of May's financials. Pami answered questions from the Board regarding various entries in the report. The interim meeting with the auditor will be the week of August 15 with a goal of having the FY 2015-2016 audit completed by December 31, 2016. Pami will be attending the First Thursday meetings until November or December due to coaching volleyball. Ms. Bradley told about some leftover FEMA funds after close outs and there was discussion of how to use them to generate more revenue and where to find matching funds. One suggestion was a single point fueling system.
  - a. Refinance Update: A letter from David Ulbricht from SDAO stating that the Port had to pull out of the group refinance due to paperwork issues. The company funding the refinance will work with the Port one on one and David anticipates completion by the middle of August.
7. Discussion and Consideration of Fiscal Year 2015-2016 Supplemental Budget per POTB Resolution 2015-2016 #8: **Com. Mulder moved to Approve Fiscal Year 2015-2016 Supplemental Budget per POTB Resolution 2015-2016 #8, Carolyn Decker seconded; motion passed (4-0); Bob Olsen absent.**

8. Committee Reports

- a. Tillamook Lightwave – Jim Young reported the committee is continuing to move forward with Hawaiki Submarine Cable LP for the Cable Landing Station Contract at Pacific City.
- b. Salmonberry Trail – Commissioner Mulder said that STIA is pulling together advisory committees consisting interested parties for their input during the early stage. Discussion of organizational structure and background on STIA for Com. Opdahl.

9. Manager's Report

- a. May POTB Safety Committee Minutes - One minor injury at TAM.
- b. Thank you note from Oregon Hunters Association for donation to fundraising banquet
- c. Staff Changes- Josh Balmer at Airport with George Schmader on weekend; Donna Villegas is cooking at Cafe; 9 part time workers @ TAM
- d. Discuss Priorities Workshop – Schedule/Date: July 7, 2016

10. Communications

- i. Next Special Meeting – Tuesday, June 28, 2016 at 3:00 p.m.; Kyle Kearns – POTB Future Land Use Plan Public Presentation with Invited Guests from the City of Tillamook and Tillamook County
- ii. First Thursday Special Meeting – Thursday, July 7, 2016 @ 12:30 p.m. - Priorities Workshop; 1st Business Resolution; Phyllis Rice - report on Marketing
- iii. Next Regular Meeting – Tuesday, July 19, 2016 @ 6:00 p.m.

11. Commissioner Comments: Com. Mulder asked whether the Port has had a Safety and Environmental audit lately and suggested periodic third party inspections with an emphasis on environmental.

12. Adjournment: Com. Young @ 8:07 p.m.

The Board reserves the right to go into Executive Session at any time per ORS 192.660.