



**APPROVED 12/13/2016**

**DRAFT MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**TUESDAY, NOVEMBER 15, 2016, 6:00 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM**

**4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order: Bob Olsen @ 6:02 p.m.  
Recognition of Persons Present: Commissioners Bob Olsen; Jim Young; Carolyn Decker; Gerry Opdahl and Jack Mulder  
Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick  
Gus Meyer – POTB Taxpayer; Paul Levesque – Tillamook Lightwave Representative to the Salmonberry Trail Intergovernmental Agency (STIA); Rich Gitschlag – New President of Oregon Coast Scenic Railroad (OCSR)
2. Public Comment for Items Not on the Agenda: Rich Gitschlag told the Board that as the new President he was available if they had any questions regarding OCSR. Bob Olsen verified with Rich that the Agreement between POTB & OCSR is scheduled to enter its 2<sup>nd</sup> 5 year term on January 1, 2017 in which OCSR will begin paying rent.
3. Consent Agenda:
  - a. Prior Meeting Minutes – Regular Meeting October 18, 2016 and Special Meeting November 3, 2016.
  - b. Lease Order #16-23 Ray Glover, Hangar #33 for storage; mo-mo  
**Jim Young moved to approve the Consent Agenda as written; Jack Mulder seconded and the motion passed (5-0).**
4. October Financials – Pami Boomer, Office Administrator told the Board that due to the Veterans' Day Holiday she received the bank statements too late to finalize the draft of the October financials that were provided to the Board at the November 3, 2016 Special Meeting. She will have October completed and the preliminary financials from November to present at the December 13, 2016 Regular Meeting. Responding to a question from Bob Olsen, Pami confirmed that the Operating Budget for July – October is in the black.
  - a. Refinance Update - Is still in process with delays caused by requested clarification of some of the data submitted to the lenders. Pami and Michele have been in frequent contact with David Ulbricht (SDAO) for updates and a timeline for completion. The refinance is projected to finalize in 2 - 3 weeks.
5. Committee Reports
  - a. Tillamook Lightwave – Jim Young had no new information.
  - b. Salmonberry Trail – Jack Mulder reported attending 2 meetings regarding the leasing of the Right of Way by POTB to STIA and their assumption of the Recreational Liability as part of the lease. He also reported on meetings by the

Coastal Segment Advisory Committee where they discussed which areas in the coast section were best suited to either Rails To Trails or Rails With Trails and how the Trail would increase public safety by moving bicycles & pedestrians off of Hwy 101. They also considered how the regulations for construction in various areas adjacent to and over bays & rivers would affect cost & feasibility. A cost benefit analysis is planned within 6 months. At the January meeting the Committee will begin to prioritize the sections for development.

Paul Levesque reported on his work with STIA regarding information on the Federal regulations regarding Rail Banking, the Surface Transportation Board (STB) and the way railroads are designated and regulated. There are a several agreements affecting the coastal section of the railway, including OCSR & fiber optic agreements, so as part of the Oregon Solutions Committee, he and the rest of the Committee decided small steps were necessary in moving forward with the Trail. Paul presented, as the first step, a draft of a Memorandum of Understanding (MOU) between STIA & POTB. It is a nonbinding guide that describes in writing how STIA hopes to make the Trail a reality. The first part of the MOU explains the original concept and motivations in developing the Trail and then presents a timeline of the rail line from construction through the present day. The MOU will be updated to serve as documentation of the progress in planning and implementation of the Trail as they occur. The MOU, a Memorandum of Agreement (MOA) and a Lease will all be completed before the transfer to STIA is finished.

#### 6. Manager's Report

- a. October Safety Meeting Report – Bob Olsen asked about the 7 accidents reported. He was told they were all at the Museum and that Phyllis Rice could give more details at the next meeting she attends.
- b. DEQ Water Quality Inspection 10/11/16 – The Summary on the OR DEQ form stated “This facility was found to be well maintained and operating in compliance with the permit”
- c. Critical Oregon Airport Relief (COAR) Program – POTB submitted 3 of the 5 Grant applications submitted and the chances are good that all 3 will be approved.
- d. Update on Jviation contract – Jviation discontinued their presence in Oregon so John Shute no longer works for them. All current business with them is conducted by way of Colorado.
- e. Marie Mills Newsletter – The Newsletter profiled one of their clients who is employed by the POTB at the Museum.
- f. Update on criminal action/trespassing case – The shoplifter was arrested on Port property so a trespassing charge was added to his list of offenses. The Port was notified of his hearing date and the Port's rights as a victim.
- g. Article on de Garde Brewing – De Garde Brewing is rated 6<sup>th</sup> in Oregon among designer breweries.
- h. Legislative Update – Arnie Roblan was still ahead by 274 votes but results are still not final. Measure 97's loss at the polls will cause a major shortfall in the State budget and undetermined cutbacks in services.

An attorney contacted the Port to say he is representing the Tillamook Gun Club and all communications with them are to go through him.

7. Communications
  - a. Next Regular Meeting- Tuesday, December 13, 2016 @ 6:00 p.m.
  - b. Next Special Meeting (if needed) – Thursday, January 5, 2017 @ 12:30 p.m.
8. Executive Session – The Board will now recess to Executive Session as authorized by ORS 192.660 (2)(e) for Real Property Transactions. None needed.
9. Commissioner Comments: Bob Olsen asked Michele about her follow up with the City of Tillamook regarding the Port not being included in their water rate adjustment meeting. Michele said she has a meeting with Paul Wyntergreen the following day.
10. Adjournment: Bob Olsen @ 7:40 p.m.

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