



## MINUTES

APPROVED 2/16/16

BOARD OF COMMISSIONERS  
REGULAR MONTHLY MEETING  
TUESDAY, JANUARY 19, 2016, 6:00 P.M.

POTB MAIN OFFICES – CONFERENCE ROOM  
4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order; Com. Young @ 6:02 pm  
Recognition of Persons Present:  
Commissioners Jim Young; Carolyn Decker; John Lewis; Bob Olsen and Jack Mulder (6:55 pm)  
Port Staff: General Manager Michele Bradley; Pami Boomer; John Johnston; Duke Hellweg; Aaron Palter; Margaret Amick  
Carol Coran – Cornerstone Ventures  
Dennis Wiley – Trail Manager Salmonberry Trail Ownership Committee  
Pete Dalke – Oregon Solutions  
Tim Maynard – Tillamook Pilot's Association  
Nick Zwald –Zwald Transport  
Chad Allen – Digester customer  
Gus Meyer – Taxpayer
2. Public Comment for Items not on Agenda: Tim Maynard expressed concern by the TPA that the Airport FBO has short hours and there is not a Unicom radio signal operating during off hours. He requested that the current Airport information be listed. Ms. Bradley will follow up with the Industrial Park Manager.
3. Presentation and Discussion of Brownfield Repurpose Opportunity – Carol Coran, Cornerstone Ventures, LLC gave an extensive presentation on how she can guide the Port facilitating small business clusters and/or co-ops with the goal of promoting local agricultural products for distribution within a 500 mile radius of the County. She told how with the newest packaging techniques (aseptic packaging, high pressure package preservation) and controlled environment agriculture (hydroponics, aquaculture) the Port could be a hub for startup businesses that would complement the local farms. She said there are grants and other funding sources available to help. Due to time restraints the Board had to move on to other agenda items so Ms. Coran gave the Board sources to pursue more information from her website and others.
4. Consent Agenda
  - a. Prior Meeting Minutes –Regular Meeting 12/22/2015 and Special Meeting 1/7/2016
  - b. Lease order #16-01 Tillamook Country Smoker; Building #54 for storage space; month to month with 3% annual increase **Com. Decker moved to approve the Consent Agenda, Com. Lewis seconded, motion passed (3-1); Com. Olsen opposed, Com. Mulder absent.**

5. Discussion of December 2015 Financials – Pami Boomer, Office Administrator
  - a. Update on Financial Analysis – Ms. Boomer reported that by July the expenses will be listed separately on the financials for each building. The repairs to the Hwy 6 RR overpass are complete and funds are set aside to pay. The Air Museum will be closed February 1 – 5, 2016 for bathroom remodeling and they will be doing a heavy cleaning of the Café at the same time. Water and sewer rates increased January 1, 2016 and Ms. Boomer has not received any feedback from the notices sent out. She summarized the trends in expenses and revenues for the board. The digester has major maintenance expenses coming up and is a big drain on cash flow due to hauling costs. Fiber sales are increasing but still a long way from covering expenses. The Board discussed the fact that the Port has to sell the electricity generated by the digester to PGE and then buy the electricity from PUD to power the digester.
  - b. Budget Calendar Review – Set Budget Meeting for May 5, 2016 @ 12:30 pm in place of the First Thursday meeting
  - c. Update on Digester Discussion – Ms. Boomer reported the meeting with the farmers to propose some sort of cost share for the hauling charges for manure did not go well. The farmers were not receptive and alternate suggestions from the farmers were not adequate to stop the deficit. There is concern the Biomass tax credit will not be extended which will create an even larger deficit. The Board discussed extensively ways to trim the expenses of the digester and could not find any that were practical. They discussed the ramifications of shutting it down. Ms. Bradley will consult legal counsel regarding contracts tied to digester. Com. Mulder requested shutdown costs and time frame for digester and cost savings from delaying maintenance. A Special Meeting was scheduled for January 27, 2016 @ 5:00 pm to discuss the discontinuance of operation of the digester.
  - d. Digester report for December 2015
6. Discussion and Consideration of First Amendment to the Salmonberry Trail Intergovernmental Agency Agreement which would add the Grande Ronde Tribe as an ex officio member to the IGA **Com. Mulder moved to approve the First Amendment to the Salmonberry Trail Intergovernmental Agency Agreement. Com. Olsen seconded; motion passed (4-1), Com. Lewis opposed**
  - a. Update from Salmonberry Trail Ownership Committee – Trail Manager Dennis Wiley and Pete Dalke with Oregon Solutions. Dennis Wiley is on the Ownership Team from Oregon Solutions. He reported to the IGA of the Team’s meeting with Bob Meldo from ODOT regarding Rail Banking on the discontinued portion of the railway. Dennis said the Team received a lot of helpful information from Mr. Meldo regarding the types of documentation needed for the process. It was proposed at the meeting with the IGA that the IGA could be the trail manager to manage that part of the process but the Team was requested by the IGA to go back and explore alternatives. One of the alternatives the Team came up with was for the Port to forward a Notice of Discontinuance of the rail line to the Surface Transportation Board. Once that is done, if the IGA agreed to be the Trail Manager, they would send a Notification of Interim Trail Use to the Surface Transportation Board. A couple of the items still needing to be worked out are who is responsible for environmental issues on the current right of way and also who is liable for injuries sustained while using the trail and whether “Recreational Immunity” would apply. Dennis concluded by saying the Ownership

Team believes the Salmonberry Trail IGA is be the best entity to identify themselves as the Trail Manager but other agencies may be better able to manage different sections.

Com. Decker inquired whether the Salmonberry Trail IGA could lease the east end of the trail from the Port and be responsible for maintaining the trail. Ms. Bradley said it is one of the things they have been looking in to. Also, she has been waiting for an official answer from FEMA if they would allow the salvaging of rails and ties from sections of the Trail. Some members of the Board still want to have Rail and Trail whenever possible.

7. Committee Reports

- a. Tillamook Lightwave – Tabled
- b. Salmonberry Trail – Commissioner Mulder: nothing to report

8. Manager's Report

- a. Thank you note – carried over
- b. Draft of Road Maintenance Fund - carried over

9. Communications

- i. First Thursday February meeting - canceled due to SDAO Conference
- ii. Next Special Meeting regarding Port Planning Guidance Map/ Zoning – February 10, 2016 at 4:30 pm **(confirm quorum)**
- iii. Next Regular Meeting - February 16, 2016 at 6:00 pm **(confirm quorum)**

10. Commissioner Comments: none

11. Adjournment: Com. Young @ 9:02 pm