



APPROVED 2/22/2017

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

TUESDAY, JANUARY 17, 2017, 6:00 P.M.

POTB MAIN OFFICES – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order: Board President Bob Olsen @ 6:00 p.m.
Recognition of Persons Present: Commissioners Bob Olsen; Jack Mulder; Carolyn Decker; Jim Young & Gerry Opdahl (by phone)
Port Staff: General Manager Michele Bradley; Pami Boomer & Margaret Amick
Port Taxpayer: Gus Meyer
2. Public Comment for Items Not on the Agenda- Gus Meyer asked for an update on the FEMA Project Workorders. Michele reported that she has signed the closing documents on 4 with another 4 in process for closing. Gus then asked if Hogan has begun constructing his manure pipeline yet and Michele said she believes Hogan is still in the process of obtaining access to all the properties along the route. Gus reported that the Oregon Heritage Grant Program is taking applications for funds with a priority on historical places. Michele stated that the Port is currently working on an application for the Museum.
3. Consent Agenda – Motion to Approve Consent Agenda
 - a. Prior Meeting Minutes – Regular Meeting December 13, 2016
 - b. Lease Order #17-01 Logan Steinbach, 1/8 acre on Industrial Park Fuel Spur for storage for equipment; mo-mo
 - c. Lease Order #17-02 Washington County Consolidated Communications Agency, Crossing at MP 797.33 Round Top Road; annual**Carolyn Decker moved to approve the consent agenda; Jim Young seconded and the motion passed (5-0).**
4. November and December 2016 Financials – Pami Boomer, Office Administrator reported that the budget for the fiscal year is on track with the projections. She has been working with the department supervisors in keeping expenditures within budget and all the department bottom lines are improving. Maintenance & Supplies is actually tracking to be under budget since the crew has been diligent in finding & using supplies that are already on hand before buying more. Pami included graphs showing the expenses & revenue for several buildings, including Bldg. 5 (Mess Hall) & will continue providing the graphs quarterly. She will add Bldg. 6 to the list of graphs at the request of the Board.
 - a. FY 2015-2016 Audit Completed – copies were provided to the Board and is available to the public on the POTB website and on the Secretary of State website.
 - b. Refinance Update- First interest payment is due in July, 2017 with the second in January, 2018. The first principle payment is due in January, 2018. Sufficient funds are set aside each month to pay each payment as they come due and also to build up a reserve.

5. Discussion and Consideration of Lease from Tillamook County (Long Prairie Road to 12th Street) for rail use. **Jim Young moved to direct the Board President to sign the Lease from Tillamook County (Long Prairie Road to 12th Street) for rail use. Jack Mulder seconded and the motion passed (5-0).**
6. Committee Reports
 - a. Tillamook Lightwave (TLW) – Jim Young told the Board about a discussion at the TLW meeting regarding the question of whether TLW should be sold. The purpose of forming TLW was, as a government entity, to facilitate broadband access to the area but now it is in competition with several local private enterprises.
 - b. Salmonberry Trail – Commissioner Mulder reported that there will be a Coastal Advisory Committee meeting on Thursday, January 19, and the final version of the Coastal Segment Master Plan should be completed after that.
 1. Additional Communication from Arent Fox, LLP – They sent out a postcard to potential clients telling of meetings in Rockaway Beach and Garibaldi for information on the lawsuit.
 2. Letter to Surface Transportation Board (STB) RE Request to Extend Notice of Interim Trail Use – Copy of letter from POTB to the STB agreeing to the Salmonberry Trail Interagency Authority’s request for a 180 day extension to continue negotiations.
7. Manager’s Report
 - a. PUD Transmission Line Update – Tillamook PUD supplied a map showing the preferred route for the transmission line from the Wilson River Substation to Oceanside. PUD will be negotiating with POTB regarding the fees for the 12 or 13 poles located on the RR Right of Way.
 - b. Museum Donation – Photos provided. The Tiger Moth airplane donated to Tillamook Air Museum will be trucked down from Washington later in January by volunteers Jack DeSwart and Jeremy Rice.
 - c. Tillamook Bay Watershed Council 2016 Annual Report – Provided to Board for information, if interested.
 - d. Info on Call to Action on Recreational Immunity – SDAO provided a sample resolution for adoption by the Board. The resolution calls for the 2017 Oregon Legislative Assembly to restore Recreational Immunity to landowners and their officers, employees, agents or volunteers. **Jim Young moved to use the sample as a template for presenting the Port’s resolution in support of restoring Recreational Immunity. Jack Mulder seconded; motion passed (5-0).**
 - e. Update on Discussions with City of Tillamook
 - i. Equipment – Michele Bradley reported on discussions with Paul Wyntergreen from the City regarding the Port purchasing equipment with remaining FEMA funds and leasing the equipment to the City. The City would provide the matching funds, pay a lease fee and be responsible for all maintenance costs. The Board agreed for Michele to continue discussions with the City regarding this matter and also regarding water rates. A Memorandum of Understanding outlining the details would be drawn up.

- ii. Sewer – Michele has had discussions regarding future sewer connection and rates with Paul Wyntergreen. There are no solid plans at this time.
- f. April meeting – Moved from April 18 to April 11, 2017 @ 6:00 p.m. due schedule conflicts.

Jack Mulder asked for a Digester update. Michele said she is still working with Larry Condon with BioGas Corporation. He is taking her information back to his group and he is working with Chad Allan. Would like to lease out here for 3 – 5 months to do due diligence. Larry has been looking in to processing substrates and is still investigating the possibilities.

8. Communications

- a. Next Special Meeting (if needed) – Thursday, February 2, 2017 @ 12:30 p.m.
- b. Next Regular Meeting- Tuesday, February 21, 2017 @ 6:00 p.m.

Adjourned Regular Session @ 7:21 p.m.

9. Executive Session – The Board will now recess to Executive Session as authorized by ORS 192.660 (2)(e) for Real Property Transactions. Entered @ 7:22 p.m. Adjourned Executive Session @ 9:18 p.m.

10. Commissioner Comments – Bob Olsen asked about the costs of bringing an aircraft down from Whidbey Island and Michele said she didn't know but the one from Arkansas would cost \$23,000.

11. Adjournment @ 9:20 p.m.

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