



**APPROVED 8/29/2017**

**MINUTES**

**BOARD OF COMMISSIONERS**

**SPECIAL MEETING**

**THURSDAY, AUGUST 3, 2017, 12:30 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM**

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

1. Call to Order: Bob Olsen @ 12:32 p.m.  
Recognition of Persons Present: Commissioners Bob Olsen; Gerry Opdahl; Carolyn Decker; Jim Young and Jack Mulder (12:44 p.m. – 2:15 p.m.)  
Port Staff: General Manager Michele Bradley; Pami Boomer  
Milt Johnson – Accountant with Brian Fitzsimmons CPA (assisting the Port in preparing for audit)  
Stanley L. Decker - Decker Real Estate
2. Financial Workshop – Pami Boomer and Milt Johnson provided information to the Commissioners in response to their questions. Gerry Opdahl asked whether the POTB is for profit, non-profit or not for profit. His background as a businessman makes him prioritize profits and he was clarifying for himself if the Port's main purpose is to benefit the community or to make money. Milt explained that the Port is a government entity and, as such, is not focused on making a profit. Gerry then asked about the accounting software that the Port uses. Milt explained that Abila has the capabilities needed for tracking grant funds and serving the other accounting needs of the Port; that FEMA requires the Port to use Abila for the life of the FEMA projects and that the state has certain requirements for the accounting procedures. Pami, Milt and Michele explained different items in the financial reports; why the figures fluctuated; what they meant; how they were depreciated, etc. Gerry and Bob both expressed some frustration at not being able to easily find desired information in the financial reports. Pami suggested that she try to create another financial statement format using information from the current format giving the Board 2 statements; one Operating Revenue and one Grant Revenue/ Capital Outlay. This will be simpler to read and understand. She will also work on a way to present the bank account balances to the Board each month.

Pami told the Board beginning at the August Regular Meeting the Board will be provided the previous month's financials to review with her at the following First Thursday meeting. She will not be able to attend the Regular Meetings until the end of volleyball season since she will be coaching again.

3. August Regular Meeting – Request to Change Date – Commissioner Young explained he will be out of town on the original date and Jack Mulder will also be out of town. The Commissioners agreed to move the date of the Regular Meeting to August 29, 2017.

Jim asked Michele if she could cover the Tillamook Lightwave meeting for him on August 22, 2017 and she agreed.

Michele reported that the plane at Whidby Island, WA is not available but Phyllis Rice is looking into getting a Vietnam Era helicopter for the Museum. The plane at the intersection of Hwy 101 and Long Prairie Rd will have to be taken down and put inside within a couple of years per new Navy regulations and also needs to be painted.

4. Communications
  - a. Next Regular Meeting - Tuesday, August 22, 2017 @ 6:00 p.m. Moved to August 29, 2017 @ 6:00 p.m.
  - b. Next Special Meeting – Thursday, September 7, 2017 @ 12:30 p.m.
5. Adjournment: @ 2:35 p.m.