



APPROVED 2-16-2022

MINUTES

**BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM
WEDNESDAY, JANUARY 19, 2022, 6:00 P.M.**

1. Call to Order @ 6:05 p.m.

Recognition of Persons Present: Commissioners Jack Mulder; Sierra Lauder; Kevin Stoecker; and Bill Baertlein. Matt Mumford arrived @ 8:10 p.m.

Port Staff: General Manager Michele Bradley; Pami Boomer; Chance Steffey and Margaret Amick

Ayreann Colombo; Sarah Lu Heath and Lydia Ivanovic - Col-Pac

Samantha Goodwin - Tillamook County Broadband Coordinator

Doug Olson - Tillamook Lightwave (TLW) and PUD; Patti Olson

Public Comment: Doug Olson spoke of how TLW is at a crossroads in addressing the deficiency of broadband throughout Tillamook County. What should be the role of the partner agencies of TLW; should Lightwave facilitate the middle mile development of fiber optic cable and contract with Wave to provide service to residences? He pointed out the necessity of high quality broadband to increase access to education, commerce, and telehealth for the county. Michele asked if he had any date suggestions from the PUD board for the joint meeting of the three partner agencies for the purpose of deciding the path forward for TLW and the IGA. Doug said they hadn't selected available dates yet.

2. Introduction to Col-Pac (Columbia-Pacific Economic Development District) – Ayreann Colombo - Executive Director, Sarah Lu Heath – Programs Manager, and Lydia Ivanovic – Programs Analyst. Ayreann gave a short summary on Col-Pac and the services it provides in Clatsop, Columbia, and Tillamook counties and the western part of Washington County. It helps organizations with grant administration; funding strategies; research and forecasting; strategic planning; and is a source for low interest business loans. Lydia reported that Col-Pac has facilitated community development block grants for food banks; wastewater systems; and transportation systems. It is currently working with the local fiber optic cable owners to determine their interest in hooking into each other's network to provide high level broadband services to the district and will need to

work out the terms. They will also need to find Middle and Last Mile providers to get the broadband service to the consumers. She reviewed several projects Col-Pac has provided technical expertise as grant administrators to assure that all federal requirements were followed. Jack asked how the administration fee structure works and Lydia said it is a small percentage of the grant amount. She told the board that Col-Pac is gathering feedback from the community to create a 2022 – 2027 Comprehensive Economic Development Strategy to establish regional priorities for the next five years. She asked them for a list of big goals that the Port will need regional cooperation on; any wild aspirations. It was suggested \$30 million to \$40 million dollars for Hangar B; the City of Tillamook's planned water system improvements, including moving the old water lines from under the runway; the Port's plans to join with several small districts to form a regional water district; construct warehouses to meet the demand for larger spaces; Salmonberry Trail; and expand the Airport Business Park.

3. Discussion and Consideration of Notice of Intent to Award a Contract for Waterline Extension Project – Chance Steffey, District Engineer, reviewed the scope of the project that will extend an 8” waterline to expand the capacity to the area to allow for the construction of additional hangars. There were ten bids received, ranging from \$128,000 to \$230,000. The bid was awarded to Enterprise Northwest, Inc. dba Earthworks Excavation for \$128,823.00. There was some discussion on the bid process. **Bill moved to approve the Notice of Intent to Award a Contract to Enterprise Northwest, Inc. dba Earthworks Excavation for the POTB ABP Waterline Improvement Project Phase I. Sierra seconded, the motion passed 4-0, Matt absent.**
4. Office Administrator Report – Pami Boomer
 - a. Financials for December 2021 – Pami reported no concerns or surprises. Sierra asked how the revenue from the property sale will be distributed; part will be used to construct the driveway on Brickyard Road, part will go toward the waterline project, and the balance will be put in the pool for future investments.
 - b. Direct Deposit option for their attendance checks was offered to the commissioners.
 - c. Budget Committee – Pami asked if there were any requests for changes to the application form; did anyone have suggestions for a committee member; and whether the proposed dates will work for everyone.

The audit is still wrapping up. Merina is discontinuing their auditing service so Pami and Michele will be looking for a new company. Pami will be attending training classes on budget law by Zoom in February and March.
5. Tillamook Air Museum Director Report – No Report
6. Consent Agenda
 - a. Minutes for December 15, 2021, Regular Meeting
Kevin moved to approve the Consent Agenda as presented; Bill seconded and the motion passed 4-0; Matt absent.

7. Discussion and Consideration of course names for the disc golf course. **Kevin moved to name the disc golf course Blimp Base DGC at the Port of Tillamook Bay. Bill seconded and the motion passed 4-0; Matt absent.**
8. Calendar – Tillamook Lightwave IGA Partner Meeting (**list possible dates in February**) Since Doug Olson reported that PUD hasn't identified potential dates for the meeting, Bill suggested that PUD and Tillamook County put out a Doodle Poll to select their potential dates. The board discussed potential dates and came up with February 18 or February 28 in the morning, subject to coordination with PUD and Tillamook County. Sierra informed the board about a federal voucher program for internet service to lower income residences. In Oregon, 80% of families are eligible, but only 12% are signed up. It isn't well known, so Michele and Sierra will push it on their social media.
9. Manager's Written Report and Discussion - Michele reported hearing from Mike Saindon that the Port of Garibaldi is receiving \$62 million dollars for repairs to the south jetty. She also reported that the AWOS was removed from the CIP 2023-2027 FAA Funding sheet because the Port is due to receive federal funding for it; the renewal of the RV Park's annual Environmental Health License; the appeal to LUBA regarding a development in Wheeler; the revision to the Oregon Public Meeting laws to provide for public access to meetings by electronic means; DEQ report of Underground Storage Tank cleanup completion on 1/10/2022; OBDD Ports Programming 2021 Recap/2022 Look Ahead, POTB received \$12,000 from Oregon Coast Visitors Association for the disc golf course; Rachel Armitage was appointed to fill Oregon Senate District 16 seat vacated by Betsy Johnson; SDAO 2022 conference going fully virtual; thank you notes; Kurt Schrader's virtual Community Leader Roundtable on January 31; School District is putting in for a \$100,000 TLT grant for the parking lot at the disc golf course; the Port went out to bid for an insurance agent of record; now out to comment for the 35 day period through DEQ for the NPDES permit for the wastewater lagoon, should be able to wrap up soon and then decide how to fund what needs to be done to keep the Port in compliance. Jack wanted to be sure that POTB is in compliance to avoid any fines.

Sierra spoke of her frustration with a couple of the TLW board members not abiding by public meeting rules when conducting board business outside of noticed meetings. Jack suggested that he call Doug and inform him that if TLW board members continue to ignore public meeting laws that POTB will file a complaint with the Oregon Ethics Commission.

10. **Executive Session** per ORS 192.660 (2) (i) for performance evaluation of a Public Employee, and ORS 192660 (2) (e) for Real Property Transactions.

Recessed Regular Meeting and entered Executive Session @ 8:23 p.m.; exited Executive Session and Reconvened Regular Meeting @ 9:17 p.m.

11. Report out from Manager's Evaluation – Jack stated that the board is grateful for her service and look forward to many more years of service with the Port of Tillamook Bay. Michele thanked the board.
12. Discussion and Consideration of Manager's 2022 Goals/Areas of Emphasis. Deferred to future meeting. Michele asked the board if they wanted to add or change anything. Jack said he thought Organizational Structure should be added. Sierra asked how will the Port know when the work is done for making a decision on Hangar B. Bill suggested that the Port ask the county to put a levy to the voters to fix the hangar or, alternatively, ask the county to refer to the voters a 1% transient lodging tax to repair the hangar. The tax revenue could be used to pay off a loan for the repair. The community will make the decision and if it doesn't pass, the board can look into the logistics for deconstruction. The board liked the suggestion and will discuss it further at a later date.
13. If time allows, Board Member Comments and Concerns - none
14. Communications
 - a. SDAO Conference in Eugene: February 10-12, SWITCHED TO VIRTUAL
 - b. TLW, 2nd monthly meeting: January 25, 9:00 at PUD Ops Center
 - c. **Schedule:** TLW Partners Meeting XX/XX/XX, at TBCC
 - d. February Regular Meeting: Wednesday, February 16, 2022, 6:00 pm
 - e. March Regular Meeting: Wednesday, March 16, 2022, 6:00 pm, Jack will dial in from out of town.
 - f. April Regular Meeting: Wednesday, April 20, 2022, 6:00 pm (check calendar)
15. Adjournment @ 9:25 p.m.