



APPROVED 9/17/19

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

TUESDAY, AUGUST 20, 2019, 6:00 P.M.

POTB MAIN OFFICES – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order at 6:02 p.m.
Recognition of Persons Present: Commissioners Jim Young; Jack Mulder; Gerry Opdahl; Cyrus Javadi and Matt Mumford
Port Staff: General Manager Michele Bradley; Aaron Palter; Rita Welch and Margaret Amick
Oregon Coast Railriders: Kim Metlan
Headlight – Herald: Hilary Dorset
2. Public Comment for Items Not on the Agenda: None
3. Commissioner Requests for Agenda Changes (New Business): None
4. Presentation and update from Railrider Cycling Oregon Coast (Oregon Coast Railriders) – Kim Metlan spoke of how ridership has increased each year; from 7,500 in 2016 to 12,400 in 2018 and 11,000 so far in 2019. The newer Wheeler run attracts a lot of walk-in business, while the Bay City site is mostly pre-booked. Kim thanked the board for leasing the property to them for their storage areas and for supporting them from the beginning.
5. Presentation on Lighting Project at Tillamook Air Museum – Museum Director Rita Welch gave a presentation at the Rotary Club and adapted it for the board meeting. She showed pictures of the interior of Hangar B before and after the lights were replaced and spoke of how the PUD rebate offset almost half the replacement cost. Also, the reduction in power consumption will more than cover the loan payment over the next five years.
 - a. Other Updates - Rita reported the painting of the Convair is projected to begin the following week using the original specs and donated paint. The museum is looking into establishing an exhibit on children of the Holocaust with exhibits available from the World Holocaust Remembrance Center. This could be a supplemental source for the local schools in their new curriculum on the subject. On September 21, the Air Museum will be participating in the

Smithsonian's National Museum Day which provides free passes to the participating museums by logging into the Smithsonian's website and downloading a coupon. The Smithsonian will feature the museums on their website. Rita has applied to the Air Force for surplus aircraft for display and is waiting to see what happens. The museum's website now has an online store.

6. Discussion and Update of meeting with City of Tillamook – Aaron Palter, Project Coordinator provided background information regarding the changes made to the water system using FEMA funds and the discussions with the City ongoing at that time. Michele and Aaron have been in discussions with the City for a reduction in the water rates charged to the Port.
 - a. Confirmation of Hoquarton Trail Easement Rate. The board reached a consensus to invoice the City \$37,188 annually for the easement for the Hoquarton Trail. Jack would like for the City to lower the water rates before the board considers waiving the fee.
 - b. Confirmation of Port Water System Operation by City Proposal (2013) – The City's proposal was not considered acceptable by the board.
 - c. Water Rate Consideration. There was extensive discussion of how dissatisfied the board is with the water rates paid to the City compared to industries located inside the city limits. The City incurs no extra costs for supplying the Port with water since the Port distributes the water on the Port and maintains the infrastructure. There was agreement that issues of the water rates and easement fees would be addressed separately with the City.
 - d. Updated City – POTB IGA - Paul Wyntergreen will be meeting with the City's Finance Committee at the end of August to discuss the letter from the Port requesting a reduction in the water rates. Aaron expects Paul to also bring up the fee for developing the Hoquarton Interpretive Trail; the easement for the future water line relocation; and the easement for water storage. He believes the Finance Committee will be asked to provide a recommendation to the City regarding the financial impact of a reduction. Jack said that he isn't willing to agree to anything until he knows what the Port is committing to. Aaron will continue in his communications with the city regarding the water rates.
7. Discussion and Consideration of Consent Agenda
 - a. Prior Meeting Minutes – July 16, 2019 Regular Meeting
 - b. Lease Order #19-17 Pacific Coast Canteen; Bldg. 11, Unit H; Storage; mo. to mo.
 - c. Lease Order #19-18 PostaBox; Bldg. 11, Unit K; Storage; mo. to mo.
 - d. Lease Order #19-19 Errol Shanklin; Hangar #20; Storage; mo. to mo.
 - e. July 2019 Financial Report

Gerry felt strongly that portions of Executive Sessions should be reported in the meeting minutes, but other Commissioners disagreed. Jack recessed the meeting @ 7:30 p.m. and reopened @ 7:55 p.m. to prevent items discussed in previous Executive Sessions from being discussed in the Regular Meeting.

Matt Mumford moved to approve items b, c, d, and e and to table approval of the minutes to allow for clarification of the order the items on the agenda were recorded. Jim Young seconded and the motion carried (4-1); Gerry Opdahl dissented.

8. Manager's Report

- a. July 22, 2019 Manure spill event – Jack complimented all the Port staff involved with containing and cleaning up the spill and also Michele for working with all the state agencies by keeping them informed and responding quickly their requirements. Everyone acknowledged that it could have been much worse.
- b. Tillamook String of Pearls Enterprise Zone – The Port has been officially designated an enterprise zone which allows businesses to qualify for breaks on their personal property taxes on improvements for up to five years.
- c. July report to DEQ for Stormwater has been sent in.
- d. Update on Woodmark Cedar area cleanup – Phase I Environmental inspection has been completed and Aaron is waiting for the report. The tenant is still in the process of vacating and two Port tenants are interested in occupying the site.
- e. Board Training for September/October 2019 – dates? Scheduled for September 24 at 6:00 p.m. Michele will verify with the instructor and see if it can be moved to 7:00 p.m.

9. Discussion and Consideration of AMENDED Resolution 2019-2020 #3 – Federal Aviation Administration Grant for Environmental/Planning at Tillamook Municipal Airport – change in dollar amount from \$100,000 to \$150,000 grant. The board found no downside to amending the resolution. **Jim Young moved to approve the AMENDED Resolution 2019-2020 #3 – Federal Aviation Administration Grant for Environmental/Planning at Tillamook Municipal Airport – change in dollar amount from \$100,000 to \$150,000 grant. Cyrus Javadi seconded, motion carried (4-0); Gerry Opdahl absent from room.**

10. Discussion and Authorization for Staff to submit a Pre-Application to Business Oregon for the Port of Tillamook Bay to become a Regionally Significant Industrial Site (RSIS) – Tabled to September 3, 2019 Special Meeting

11. Discussion and Consideration of a Memorandum of Agreement (MOA) between Port of Tillamook Bay (POTB) and the US Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) for POTB Logistical Support during a Federally Declared Disaster and Authorization for the Board President to Sign. Michele explained that by signing, the Port agrees to provide a location for staging relief supplies and equipment with the understanding that any damages to Port equipment or infrastructure will be remedied by FEMA. **Jim Young moved to approve a Memorandum of Agreement (MOA) between Port of Tillamook Bay (POTB) and the US Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) for POTB Logistical Support during a Federally Declared Disaster and Authorization for the Board President to Sign. Matt Mumford seconded, and the motion carried (5-0).**

12. Executive Session per ORS 192.660 (2)(f) to consider information or records that are exempt by law from public inspection. Adjourned Regular Meeting and entered Executive Session @ 8:33 p.m. Exited Executive Session and reentered Regular Meeting @ 9:32 p.m.

Cyrus Javadi and Gerry Opdahl were appointed to a committee to look into some tax issues from the audit. A Special Meeting is scheduled for September 3 at 7:00 p.m. to

cover items 7a,10, & 11 from this agenda and for an update from the newly formed committee.

13. Committee Reports – Postponed until Special Meeting on September 3, 2019.

14. Communications

- a. Next Special Meeting – **Tuesday, September 3, 2019 @ 7:00 p.m.**
- b. Next Regular Meeting – **Tuesday, September 17, 2019 @ 6:00 p.m.**
- c. Board Training – **Tuesday, September 24, 2019 @ 6:00 p.m.**

15. Adjournment @ 9:35 p.m.