



**APPROVED 10/10/19**  
**MINUTES**  
**BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
**TUESDAY, SEPTEMBER 3, 2019, 7:00 P.M.**  
**POTB MAIN OFFICES – CONFERENCE ROOM**  
**4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order @ 7:06 p.m.  
Recognition of Persons Present: Commissioners Jack Mulder; Jim Young; Gerry Opdahl and Matt Mumford (@ 7:26 p.m.); Cyrus Javadi absent  
Port Staff: General Manager Michele Bradley and Margaret Amick

2. Public Comment for Items Not on the Agenda - None

3. Commissioner Requests for Agenda Changes (New Business) – None

Note: The Agenda items in this meeting are reported in the order in which they were discussed.

6. Discussion and Consideration of the Woodmark Cedar site Phase I Assessment –  
Tenant has occupied property for more than thirty years but has not run the mill for twenty years. The Phase I report identified three main areas of concern; the former location of a wigwam burner; a drywell; and discolored soil believed to be from rusting equipment. Michele asked for direction from the board regarding the scope of work they authorize for Phase II. The board suggested soil samples from the three areas, with Gerry recommending a maximum expenditure of \$10,000.
5. 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). By becoming an RSIS, the Port will be positioned to take advantage of unexpected opportunities that may come up. Even though the Port may never benefit from the program, the Board saw no down side to applying so they reached a consensus for Michele to move forward at her discretion.
4. Discussion and Consideration of Consent Agenda – Gerry felt that the minutes should reflect the decisions of the board as “upper management” but it was explained to him that the board’s role is as policy makers, not management, and that it is Michele’s job to manage the Port. The board discussed whether portions of the Executive Session should be included in the written minutes. Michele and most

of the board maintain that the audio recordings meet all the legal standards while keeping the confidentiality of the sessions. Gerry Opdahl adamantly disagreed.

- a. Prior Meeting Minutes – July 16, 2019 Regular Meeting. Jim Young moved to approve the minutes as revised, Matt Mumford seconded, the motion carried (3-1) with Gerry Opdahl dissenting and Cyrus Javadi absent.

7. Executive Session per ORS 192.660 (2)(e) to discuss Real Property and ORS 92.660 (2)(f) to consider information or records that are exempt by law from public inspection. Jack recessed the Regular Meeting and entered the Executive Session at 7:55 p.m. and exited the Executive Session and resumed the Regular Meeting at 8:50 p.m. The board came to a consensus to disregard the letter to purchase Port property since it didn't contain key information. They also came to a consensus to direct Michele, in the matter of outstanding payroll tax issues, to summarize overcharges made by the Oregon Department of Revenue for discussion of whether to try to recover some of the overpayment. She is also to communicate with the IRS for documentation regarding the same payroll tax issues.

#### 8. Committee Reports

- a. Tillamook Lightwave – Jim Young reported that Rockaway Beach is considering contracting with TLW to provide fiber optic cable to improve WiFi but may be reconsidering due to a quote of \$96,000 for installing the cable, \$50,000 for the hardware and \$3,000 per month for service. There was discussion of how the cell service has degraded in Tillamook and is not keeping up with demand.
- b. Salmonberry Trail – Jack Mulder reported that Alana Kambury who was the marketing person for the Tillamook Forest Heritage Trust and a key driver behind the Salmonberry Trail Foundation has left for a new job.
- c. Friends of Tillamook Air Museum (FOTAM) – Gerry Opdahl reported FOTAM has \$27,800 in its bank account. Jack asked if that could be used for an engineering study. Gerry said that a portion is being used to fund Eric Brinkert's work and to help the fundraising effort.

Gerry said since STIA leases the rail line from the Port, he thinks the City of Tillamook should be dealing with STIA regarding the Hoquarton – Goodspeed Park section of trail and then the Port should collect the fee from STIA.

Jack reported there is a request from STIA for the member agencies to pay toward the administrative costs; also, at the last STIA meeting, the board voted to include Washington County as a member. That does mean there is some risk for Tillamook County and POTB to be outvoted on some issues, but more money will be available for the Trail.

#### 9. Communications

- d. Next Regular Meeting – **Tuesday, September 17, 2019 @ 6:00 p.m.** Gerry will be attending a memorial service and unable to attend.
- e. Next Special Meeting/Board Training – **Tuesday, September 24, 2019 @ 6:00 p.m.** It was requested for Michele to check into moving the meeting back to 7:00 p.m.

#### 10. Adjournment @ 9:14 p.m.