



APPROVED 8/21/18

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

TUESDAY, JUNE 19, 2018, 6:00 P.M.

POTB MAIN OFFICES – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order: 6:02 p.m.
Recognition of Persons Present: Commissioners Carolyn Decker; Jim Young; Bob Olsen; Jack Mulder – Gerry Opdahl absent
Port Staff: General Manager Michele Bradley; Pami Boomer; Margaret Amick
Alan Evans – Helping Hands
2. Public Comment for Items Not on the Agenda: None
3. Discussion and Consideration of Allowing a Line of Credit to be Attached to the Helping Hands Building Loan - Alan Evans of Helping Hands (HH) described the progress made on the building. The organization has invested \$210, 000 refurbishing the bottom floor and has helped 470 men, women & children since opening. They have secured two grants totaling \$450,000; have raised \$1.2 million dollars for their capital campaign; purchased 100 new windows; are replacing the siding and in 3 weeks will begin work on replacing the flat roof portion over the radio room. The projects are moving ahead quickly but construction costs have gone up and also, they have found more rot under the siding than originally expected. Since HH won't receive the grant funds until the projects are completed, Alan has requested a \$250,000 line of credit from his bank to smooth the process of completing the remodeling. The bank is willing to provide the LOC as long as they are first on the contract, ahead of POTB. Alan reassured the board that the building is heavily insured against major loss. The capital funds are enough to finish the building and pay off the loan from POTB.

The Board came to a consensus to do their due diligence by looking into the details of the LOC before voting.

4. Discussion and Consideration of Resolution 2017–2018 #7 for the Supplemental Budget for Fiscal Year 2017-2018 to transfer excess funds from the Industrial Park, Utilities, NAST Museum and Digester to the Railroad for unexpected maintenance work. **Jim Young moved to Approve Resolution 2017–2018 #7 for the Supplemental Budget for Fiscal Year 2017-2018. Jack Mulder seconded and the motion carried (4-0), Gerry Opdahl absent.**

5. May 2018 Financial Update – Pami Boomer, Office Administrator reported that the Port is doing extremely well and through the month of May should have 8% of the budget remaining. Expenses are at 16% and the budget is currently ahead by \$127,000 overall. The audit for 2017-2018 is scheduled for November. Jim asked about revenue from the Air Museum and Michele replied that the busiest time of year is coming up so the most accurate figures will be available later in the year. Carolyn asked about the digester and Michele said that Biogas has the keys and DEQ approved the operational transfer showing POTB as the owner and Biogas as the operator. They plan on taking manure beginning in about 10 days with the farmers paying the hauling charges. Pami told the Board that she will not be at the July meeting and beginning in August she won't be at the regular meetings while coaching volleyball. The financials will be provided at the regular meeting to review and she will go over them at the following special meeting.
6. Consent Agenda – Motion to Approve Consent Agenda
 - a. Prior Meeting Minutes – Budget Meeting May 3, 2018; Regular Meeting May 22, 2018
Jim Young moved to Approve the Consent Agenda, Carolyn Decker seconded and the motion carried (4-0), Gerry Opdahl absent.
7. Committee Reports
 - a. Tillamook Lightwave – Jim Young provided a flyer for an event put on by the Nestucca Valley Community Alliance at the landing station property that TLW leases to the community for free. The group has received a couple of grants to create a park and they are also using the space for parking during periods of peak demand. Jim also provided a list of maintenance projects that the Wave will be performing and a list of installs completed or in process, one of which is to the Port of Garibaldi. Michele told the board that the Wave thinks that since both are members of Tillamook Lightwave the Port of Tillamook Bay shouldn't require the Wave to pay POTB's railroad encroachment fees. Jim said that he agrees that Wave should pay the fees and if representatives of the Wave attend the next TLW meeting he will inform them that they will have to pay the fees.
 - b. Salmonberry Trail – Commissioner Mulder told about the STIA meeting on June 1, 2018 in Banks. The Banks trailhead for the Banks – Vernonia Trail is overloaded and STIA, State Parks and the Washington County Visitor's Association have received \$100,000 to expand the Manning trailhead from a 10 car capacity to 30 cars for parking. The Valley segment planning is ongoing but there was pushback from some residents of Timber who are against a trailhead there. Jack reported that he mentioned at the meeting that he found it interesting that many of the Timber residents opposed to the trailhead were already accessing their property using the Port rail right of way without an agreement with the Port.

Jack told the board that the administration costs for STIA run about \$15,000 per year and it was brought up at the meeting that six of the STIA

members should split those costs. Jim told Jack to convey to STIA that the Port would grudgingly pay \$2500 per year as their share of the administration costs.

- i. May Newsletter – Salmonberry Trail. Jack provided the newsletter for informational purposes.
- c. FOTAM – Carolyn Decker – There was no June meeting. Dr. Ames of Ames Research will give his presentation about his spray on roof coating at the meeting on July 13, 2018.

8. Manager's Report

- a. May Safety Meeting – Informational
- b. Monitoring Report from Business Oregon/SPWF Grant (UAS Infrastructure) – the report evaluated the project and found it was completed ahead of schedule and on budget and is ready for close out.
- c. SDAO Organizational Assessment Tool – It was decided to postpone action until Commissioner Opdahl can be present.
- d. Quotation and Options for painting Skyhawk – The quote received was for \$53,000.00, project is on hold to find an alternate contractor.
- e. Update - Airport Apron 2 Rehab Project – is out to bid & closes July 3, 2018. Not all of the Apron will be paved due to increased costs.
- f. Update – Water Rights process – GSI is handling the process for POTB and has applied for the Extension of Time for the permits for Authorized Use of Water.
- g. Update - Road Maintenance Fee – Michele has submitted to legal a draft of the ordinance establishing road maintenance fees and the method used to calculate the fees. She also provided it to the commissioners and asked them to review the ordinance and provide comments and/or questions prior to the next regular meeting. Bob asked how the Air Museum traffic will be charged and Michele explained that \$.25 from each admission will be collected for the road maintenance fee. There was discussion of how the fee is calculated for the various types of tenants and how it will be collected.
- h. Thank you from Tillamook County Search and Rescue for use of the Conference Room for their training class.
- i. Ad-Hoc Committee for Employee Benefit and Wage Review Update - Will meet on July 26 @ 11:00 a.m. in the Main Office Conference Room and Bob and Jim will attend. Jack wants to know the employees' concerns and what is going well; Jim wants to know how the Port's wages compare to other areas in the state; and Michele wants to find out the employees' priority between wages and benefits.

9. Communications

- a. Reminder: General Manager Vacation June 27 – July 10, 2018
- b. Next FOTAM Meeting – Friday July 13, 2018 at 10:00 am

- c. Next Regular Meeting - Tuesday, July 17, 2018 @ 6:00 p.m.
 - d. Next Strategic Business Plan Meeting: September 6, 2018 @ 12:30 p.m.
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- 10. Commissioner Comments: Jack Mulder will be absent for the July and August Regular Meetings. Bob told the board that he is honored to have served as president but he will not be running for another term so he doesn't want to continue as president after this month. New officers and committee assignments will be determined at the July regular meeting.
 - 11. Adjournment: 7:48 p.m.