



**APPROVED 06/19/18**

## **MINUTES**

**FOR THE ANNUAL MEETING OF THE  
PORT OF TILLAMOOK BAY BUDGET COMMITTEE TO BE HELD ON  
THURSDAY, MAY 03, 2018 AT 4:00 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM  
4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Roll Call of Budget Committee Members Present: Commissioners Bob Olsen; Jim Young; Carolyn Decker; Jack Mulder and Gerry Opdahl  
Budget Committee: Larry Rogers; Jill Williams and Matt Mumford  
Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick
2. Election of Officers:
  - A. Election of Chairperson and Vice-Chairperson: Jim Young nominated Jill Williams for Chairperson and she was elected (8-0); Carolyn Decker nominated Matt Mumford Vice-Chairperson and he was elected (8-0).
  - B. Election of Secretary: Carolyn Decker nominated Jack Mulder Secretary and he was elected (8-0).
3. Presentation of Proposed Budget for Fiscal Year 2018-2019: Pami Boomer started by telling the committee that the Budget has decreased mainly due to FEMA projects wrapping up and the grant revenues decreasing. Gerry asked about the 3% cost of living wage increase given for the last several years and Jack Mulder expressed his concern that if the trend continues then it could cause the Personal Services portion of the budget to become too much of a strain on the Port's finances. The discussion also addressed whether the employees should pay a portion of their health insurance premiums. Michele said that in the past a subcommittee was formed from commissioners and Port employees to discuss wages and compensation. She suggested that the Board discuss forming a compensation committee at the May 22 meeting.

Pami reviewed the budget with the Budget Committee and discussed line items if members had questions. She expects to have one million dollars set aside in the pool and the checking account by the beginning of the fiscal year on July 1, 2018. Rents are expected to increase due to the high occupancy rates. All

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### **Notice and Agenda – Special Meeting**

Posted at the following locations: POTB Main Offices; Tillamook County Courthouse; Tillamook County Library (Main Branch); and the Port's Website ([www.potb.org](http://www.potb.org))

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revenue from RV Storage and all the land and building rents inside Hangar B will be included in the Museum budget since museum staff is doing the maintenance on the rented spaces and moving the RVs in and out. The road maintenance fees will be included in the Industrial Park revenues. The water & sewer rates will be increasing 10% again starting with the July billing. Jill said that it would be helpful to have the year to date budget figures on hand when she is reading the proposed budget. Pami said that will be easy to do for next year's budget.

Pami found a correction she wanted to make on the budget for the airport. She had incorrectly broken down the figure for FAA AIP – Apron 2 Rehab into FAA AIP Project; Capital Outlay – Equipment; and Capital Outlay – Construction so she will combine all the amounts onto the correct single line. This change will have no overall effect on the budget.

Bob wants more funds budgeted for promotion. The board discussed how to go about promoting what the Port has to offer potential tenants and the community. Since it was estimated to cost up to \$15,000 to hire a consultant, Pami suggested changing the proposed budget by incorporating the promotional development funds for the Industrial Park and Airport into the Admin promotional development and using them to research the best ways to attract tenants to the Port. Jack Mulder told the members about a program that he used at TCCA where students from Oregon State's Experiential Learning in Business program will meet with organizations to assess their promotional strategy. It is cost effective for the organization and provides real life learning for the students with guidance from their teachers. He suggested meeting with them, and possibly their professor, for a workshop to help understand promotion and marketing in order to help the board with promotional development planning.

Pami told the committee that the \$100,000.00 Construction Capital Outlay in Utilities is for dredging the lagoons. Port staff has been consulting with an engineer for advice on the best method to use. The sediment has accumulated to the point where it needs to be done fiscal year 2018 -19. The Port is also looking at upgrading the outfall to the river within the next 5 – 10 years. The City of Tillamook has voted to raise water rates but hasn't notified the Port of the change yet.

4. Public Testimony on Proposed Budget for Fiscal Year 2018-2019: None
5. Discussion of Budget by Committee Members.

Gerry Opdahl thanked the non-elected Budget Committee members for serving.

Bob suggested the Budget Committee promote an increase in the tax levy rate.

**Larry Rogers moved to recommend POTB seek a levy increase, Bob Olsen seconded and the motion carried (8-0).**

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6. Consideration of Proposed Budget and Tax Levy (Staff)
  - A. To approve the proposed Budget for Fiscal Year 2018-2019 as amended. **Matt Mumford moved to approve the Budget for Fiscal Year 2018-2019 as amended, Jack Mulder seconded and the motion carried (8-0).**
  - B. To approve the tax levy rate of .0364 cents per \$1,000 of assessed valuation for the General Fund for Fiscal Year 2018-2019. **Jack Mulder moved to approve the tax levy rate of .0364 cents per \$1,000 of assessed valuation for the General Fund for Fiscal Year 2018-2019, Jim Young seconded and the motion carried (8-0).**
7. Adjourned: 6:45 p.m.