



**APPROVED 6/20/24**

## **MINUTES**

**POTB BOARD OF COMMISSIONERS**

**BUDGET HEARING AND REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM**

**WEDNESDAY, MAY 15, 2024 AT 6:00 P.M.**

- 1) Called to Order @ 6:00 p.m.  
Recognition of Persons Present: Commissioners Sierra Lauder, Bill Baertlein, Matt Mumford, Kevin Stoecker and (at 6:50 p.m.) Jack Mulder  
Port Staff: General Manager Michele Bradley, Pami Boomer, Rita Welch, District Engineer Chance Steffey, and Margaret Amick  
Public: Gary Bond

No Public Comment

### **OPEN BUDGET HEARING**

**Public Comment on Budget – no comments**

### **CLOSE BUDGET HEARING – CONTINUE REGULAR MEETING**

- 2) Consideration of POTB Budget and Tax Rate for FY 2024-2025 per POTB Resolution 2023-2024 #10 – Pami Boomer. **Matt moved to approve the POTB Budget and Tax Rate for FY 2024-2025 per POTB Resolution 2023-2024 #10. Bill seconded and the motion passed 4-0; Jack.**
- 3) First Reading by title only for POTB Ordinance #9 – Regulating Stormwater Pollution and Prescribing Charges, Rates and Fees. **Michele read the Ordinance by title only. It will be advertised and then there will be a second reading at the June meeting, with comments and a vote afterward.**
- 4) Discussion and Consideration of Resolution 2023-2024 #7, to establish updated fees for Exhibit A for the Transportation Utility Maintenance Program Ordinance #8, Amendment #1. The fees will be effective in July, pending approval. **Bill moved to approve Resolution 2023-2024 #7, to establish updated fees for Exhibit A for the Transportation Utility Maintenance Program Ordinance #8, Amendment #1, Kevin seconded and the motion passed 4-0, Jack absent.**

5) Discussion and Consideration of Water and Wastewater Fees for 2024-2025. The board discussed the options for an increase in fees; no change, +3%, +10%, or the staff recommended +5%. There was some concern that when the City completes the next rate study, their water rates will take a jump and the Port would have to institute a large increase all at once. Some of the board prefer to take a proactive stance and make smaller increases over time. Matt preferred Option #2 at 3%. **Bill moved to adopt Option #4, a 5% increase to the Water and Wastewater Fees for 2024-2025. Kevin seconded, and the motion passed 3-1 with Matt dissenting and Jack absent.**

6) Consent Agenda

- a) Minutes for April 17, 2024 Regular Meeting
- b) Minutes for April 24, 2024 Budget Committee Meeting
- c) Lease Order #24-12 Dorothy Linscheid & Greg Mayotte; Hangar #27; Aircraft Storage; mo. to mo.
- d) Lease Order #24-13 Left Lane Customs; Bldg. #11, Unit A; Fabrication/Vehicle Remodel Shop; mo. to mo.
- e) Lease Order #24-14 Circe's Garden, LLC; Bldg. #97 Hoop Houses & Land; Agricultural Growth and Distribution; 3 years w/two (2) additional 1 year extension options
- f) Lease Order #24-15 USA, Bureau of Land Management; Bldg. #19, Ste 380; Office/Administrative; 1 year
- g) Lease Order #24-16 USA, Bureau of Land Management; Bldg. #7 Warehouse & Land; Warehousing & Parking; 1 year

**Matt moved to approve the Consent Agenda as presented, Kevin seconded and the motion passed 4-0, Jack absent.**

7) Tillamook Air Museum (TAM) Director Report – Rita Welch told the board that the local high schools have a presentation series where representatives from various industries give talks on jobs available, the type of work performed, and the skills needed to perform the work. She said the Museum became involved a little late but Curator Christian Gurling put together a curriculum and presentation and just completed a visit to the third high school in the county. The program is being revamped for next year and TAM will participate from the beginning. Rita praised Christian for his work and said the students enjoyed his talks. On April 28 the second Holocaust exhibit, “Spots of Light: To Be a Woman in the Holocaust”, was opened by guest speaker and Holocaust survivor Eva Aigner. She told the story of her life before and during the invasion of her country by Nazi Germany and what happened to her family during that time. The Grand Opening was very well attended. TAM obtains exhibits in partnership with the International Holocaust Museum and plans to eventually have all five or six in the series to rotate throughout the year.

TAM has been soliciting applications for seasonal Visitor Services Representatives, and Rita will start interviewing next week. She has changed the job description to include giving short tours to enhance the visitors’ experiences. Summer hours will run June - September, with the museum open 10 a.m. to 6 p.m., 7 days a week. The third Sunday of each month is the Veterans Spotlight series with free admission for Tillamook County residents.

- 8) Office Administrator Report – Pami Boomer
- a) Monthly Financials – the budget is on track through April; all of the supervisors have tightened up their spending and are focusing on planning for the next fiscal year and getting the projects lined out. Money is still being set aside for the sewer upgrade and she is hoping to be able to get that project going, along with other projects as allowed.
  - b) Capital Projects Update – this fiscal year’s projects are mostly done; they are getting quotes for the shed at the airport and are hoping to build it this year since it isn’t included in the budget for next year. The FAA projects are in flux; the draft alignment for the road at Long Prairie and Brickyard should be available by the end of next week. The doors at the Air Museum are scheduled to be installed in June.

- 9) Manager’s Written Report and Discussion - Michele Bradley reported receiving notification this week from the City of Banks that they are annexing some land for housing. The land is part of the 35 acres they previously brought into the Urban Growth Boundary but somehow overlooked annexing back then. They are requesting the Port to give permission for the annexation of the portion of the property on the railroad right of way. Michele assured the board that the annexation does not affect the ownership or any possible future sale by the Port. She asked for approval from the board to sign the paperwork. **Bill moved to approve the General Manager’s signature on the annexation application provided by the City of Banks. Kevin seconded and the motion passed 4-0, Jack absent.**

Michele informed the board of the repair work done to the rock wall in the railroad ROW by ODOT at Barview. The MOU for the Tillamook County Trails Coalition has been signed by all parties. The Port is still waiting for approval of the National Pollutant Discharge Elimination System (NPDES) permit for the wastewater treatment plant project. DEQ inspected Landfill #1132 and is moving forward on drafting an Active Landfill renewal permit. She informed the board about grant opportunities the Port wants to apply for, has applied for, or has received. Phase II of the Brownfield project at Long Prairie and Brickyard has started, with the reporting to be completed in May.

- a) Policy Reviews: Michele said she would like to extend the cycle to every two to three years to allow staff more time for review.
    - (i) Hunting – delayed, will go into effect next year.
    - (ii) Board Rules – staff recommended no changes this year; review as needed, but maximum of every three years.
    - (iii) Succession Planning (December 2024)
    - (iv) Personnel (by end of next fiscal year)
- 10) Discussion and Consideration for submission of a POTB Application for an Oregon Department of Energy Efficiency and Conservation Block Grant for Small Communities and Authorization for Staff to Sign all related documents. Chance spoke about the grants and rebate opportunities for installing EV chargers on the Port, and for purchasing electric vehicles. The Oregon Department of Energy has a program for a no match required grant up to \$100,000 to reduce emissions from fossil fuels and improve energy efficiency. Board approval is needed quickly since the window to apply is closing soon. **Bill moved to approve submission of a POTB Application for an Oregon Department of Energy Efficiency and Conservation Block Grant for**

**Small Communities and Authorization for Staff to Sign all related documents, Jack seconded and the motion passed unanimously.**

- a) Other grant opportunities – Chance provided a list of other grants and rebates tied to energy efficiency and conservation efforts.
- 11) Discussion and Consideration for submission of a POTB Application for a USDA Rural Energy for America Program Energy Audit and Renewable Energy Development Assistance Grant and Authorization Grid Planning for POTB Industrial Park and Airport and for Staff to Sign Required Documents. Grant for technical assistance in planning for the purchase and installation of solar panels. **Bill moved to approve the submission of a POTB Application for a USDA Rural Energy for America Program Energy Audit and Renewable Energy Development Assistance Grant and Authorization Grid Planning for POTB Industrial Park and Airport and for Staff to Sign Required Documents. Jack seconded and the motion passed unanimously.**
- 12) Board Updates and Written Reports
  - a) Commissioner Bill Baertlein said that after the last board meeting, he started thinking about how the general manager’s compensation increase was calculated, and realized that the figure was less than it should be. He has since talked to Pami about his concerns. Pami listened to the portion of the last meeting where the board discussed a salary of \$191,426. She asked the commissioners for clarification of the intended wage increase approved by the board at the April 17, 2024 meeting. The motion approved a 5% raise intending a salary of \$191,426 but was calculated using an incorrect higher wage amount. When payroll was calculated using the correct wage, it resulted in \$190,995. It was pointed out that even though the actual shortage isn’t large, over time it will cause incrementally larger shortages in her raises. Sierra reminded the board that there have been times when Michele hasn’t had an annual review which impacted the progression in her salary. Bill pointed out that Michele hasn’t been receiving actual raises, that her wage increases have effectively been COLIs, and the wage range the commissioners have been using as a guide has not kept up with inflation. He calculated that the range should be at \$210,000 - \$215,000 per year. **Matt moved to raise Michele’s salary to \$191,425.50, Kevin seconded the motion. Pami suggested making the raise effective April 1. Matt amended the motion to make the motion retroactive to April 1; the motion passed unanimously.**

Bill wants to have a discussion next month about indexing the General Manager’s salary to the CPI.
- 13) Communications
  - a) **Thursday**, June 13, 2024, 6:00 pm – **Matt and Bill traveling, might attend by Zoom.**
  - b) **Tuesday**, July 23, 2024, 6:00 pm – **date adjusted for General Manager’s vacation**
  - c) Wednesday, August 21, 2024, 6:00 pm
- 14) Recessed Regular Meeting and Entered Executive Session @ 7:35, exited Executive Session and reconvened Regular Meeting @ 8:07.
- 15) Adjourned @ 8:09 p.m.