



APPROVED 12/22/15

**BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, DECEMBER 15, 2015 AT 10:00 AM.**

**POTB MAIN OFFICES – Conference Room
4000 Blimp Boulevard, Tillamook, Oregon 97141**

MINUTES

1. Call to Order; Commissioner Young at 10:00 AM
Recognition of Persons Present:
Commissioners Bob Olsen; Jim Young and John Lewis
Staff: General Manager Michele Bradley; Margaret Amick
Valerie Schumann, Berkshire Hathaway; Gary Nothstein, Pacific Byway Development Company
Public: Gus Meyer
2. Public Comment: Gus Meyer expressed his gratitude toward Helping Hands regarding the plans for the Headquarters Building as he had always wanted to see it restored and its history preserved.
3. Discussion and Consideration of Amendment to the Purchase and Sales Agreement with Helping Hands to Extend Timeline of Work Letter: Valerie Schumann requested an Amendment to the Purchase and Sales Agreement to extend the timeline for some of the projects listed in the Work Letter and to correct the Project Description for items #3 and #5 by switching them. Helping Hands wants the extension so they can attempt to restore the building as close to original as possible while following the “Covenants and Restrictions” requirements. Ms. Bradley has been working with our legal representative who recommended an amended Purchase and Sales Agreement. **After discussion, Commissioner Olsen moved to approve the Amendment to the Building Improvement Letter for the Purchase and Sales Agreement as modified at this meeting. Commissioner Lewis seconded, motion passed (3-0); Mulder and Decker absent.**
4. Communications
 - i. Next Regular Meeting – Tuesday, 12/22/15 at 6:00 p.m.
 - ii. Office closed Thursday 12/24/15 at 12:30 p.m.; Friday, 12/25/15 for Christmas and Friday, 1/1/16 for New Year’s Day
 - iii. Next Special Meeting, if needed, Thursday, 1/7/16 at 12:30

5. Commissioner Comments:

Ms. Bradley informed the Board of an appeal of the Lot Line Adjustment on the property sale to Ron Braxling. There doesn't seem to be any basis to deny the adjustment but it will still delay recording the line adjustment by 21 to 42 days.

Commissioner Young inquired about progress on repairs to the roof leaks in the Near Space building and Ms. Bradley reported the contractor was due out today to evaluate the problem but wasn't there as of this morning and that a couple of other building leaks are being attended to.

Commissioner Olsen asked about the progress on the permit for substrates for the digester and Ms. Bradley said it is still in the works.

6. Adjournment at 10:38 AM