



## **MINUTES Approved 4/19/11**

**FEMA WORKSHOP OF THE  
PORT OF TILLAMOOK BAY BOARD OF COMMISSIONERS  
HELD ON FRIDAY, APRIL 8, 2011 AT 9:00 A.M., AT THE PORT'S MAIN OFFICES  
4000 BLIMP BOULEVARD, TILLAMOOK, OREGON.**

1. Commissioner Dove called the meeting to order at 9:00 A.M.
2. Recognition of Persons Present
  - a. Commissioners: Jerry Dove (President); Jim Young, (Vice President); John Ficher (Secretary); Bill Baertlein (Treasurer); and Georgine Beveridge.
  - b. Staff: Michele Bradley (General Manager); Karin Gitchel (Office Administrator); Aaron Palter (Project Coordinator); Robert Miller (Utilities Supervisor); James Peak (Industrial Park Supervisor).
  - c. Media: No media was present.
  - d. Public: Eric Eckfield (Day CPM); Gus Meyer (Private Citizen).
3. Discussion of FEMA Alternate Projects (Eric Eckfield, DAY CPM)
  - a. After a brief opening of ground rules and goals for the meeting, Mr. Eckfield began with a quick overview of the projects.
  - b. Project Priority List: A ranking list of projects was accumulated over time and analysis of both commissioners and staff. The list of potential projects was identified as high priority to low or removal in the ranking system. The projects that were identified in red, will be removed from the process until the end of the projects and potential funds remain to address those situations. The mid zone classed as 3.5 to 2.0 are a mix of projects. Commissioner Dove questioned the sewer lagoon status, should this be made higher to increase income? Mr. Miller shared that this would not in fact bring in more income. Mr. Palter shared that research has shown that the lagoon does not need to be expanded unless we are significantly increasing the rate of persons on the port. Ms. Bradley asked if there were any that are going to be removed? Mr. Palter identified that one of the removed projects is the 3<sup>rd</sup> parcel of interest to purchase. Commissioner Young said that we should not totally drop it.
  - c. Budget: Mr. Eckfield described that the current project budget is over our planned budget by \$2.9 million. This is not extreme and identified as manageable. The dollars identified include overall soft costs and a contingency for misc. Commissioner Dove asked what % that is, Mr. Eckfield identified that it was 5-7%. Commissioner Young we haven't allocated to a specific budget? Mr. Eckfield clarified that yes, in fact we are already charging staff time and project costs to a specific project as it is being worked on. Mr. Eckfield pointed out the project funding

summary at the bottom of the spreadsheet identifying what match money has been promised, and the Port will need to identify \$3.1 million in match.

- d. Mr. Palter asked whether the Board had received an update on Oregon solutions project, and Ms. Bradley shared that yes the information of the Project being denied by Fema was known. Commissioner Beveridge asked if there was a timeline, Mr. Palter shared that the appeal process has begun and then there was the opportunity for a second appeal if necessary. She then asked whether the money would be lost, to which Mr. Palter identified that this was yet to be known. Ms. Bradley shared that per FEMA the dollars have potential to be utilized elsewhere and shifted to other known projects.
- e. Schedule: Mr. Eckfield shared the updated schedule and the timeline. He clarified that goals and implementation are on target. The Roads/Septage/Water loop pieces have been identified as 2012-2013, due to a need that has arisen recently, portions of this project will in fact start this summer. He also identified Project 9 as one that will move forward into this summer. He identified that this affects our available funds to manage the money, the Port will be crunched for funding. Mr. Eckfield recommends that the Port look at increasing the line of credit to accommodate construction from 2011-13. He clarified that some projects can be broken out. Commissioner Young asked if there was a problem with asking for more line of credit, Ms. Bradley said that there shouldn't be. But that we were just waiting to look at projects and the Board decision to ask for more money. Mr. Palter brought up that we should also look at the local companies and how these projects fall so that the local economy can benefit. Mr. Eckfield concurred and stated that he could do that. Commissioner Dove asked about the roads. Mr. Eckfield said that the roads will be done around buildings as they go, but the main roads will not be done until 2013. Commissioner Dove said that is fine as long as we have cold patch. Mr. Peak said that he does it weekly.
- f. Project 7: Hangar B Improvements
  - i. An overview of what the current conditions are and recent results from analysis of the structure.
  - ii. Commissioner Dove is there a way to have money with this historical property? Mr. Palter shared that he was looking into Save America's Treasures which can be applied for on an annual basis. There is not a current grand cycle available to apply for.
  - iii. Commissioner Young expressed his reticence on putting a temporary fix, and that he is more inclined to not do anything to that building and just store RV's. That the value and work is not good business inside of this.
  - iv. Mr. Eckfield identified that there was the option to find out an analysis that would benefit the Board to really investigate. The deliverables would be to see what weight the structure could handle. What does the structural condition look like
  - v. **The consensus of the board is to go forth with the analysis of doing the research of the current condition of this building with the \$15,000 to an engineering firm.**
- g. Hooley Digester:
  - i. Mr. Eckfield identified that the document provided for review was prepared by Day CPM and provided an overview. The Digester RFP is finally ready to put it out on the street.
  - ii. **The consensus of the Board is that this project becomes a green and that this is moved up on the project list.**
- h. **BREAK 10 Minutes**
- i. Project 9: Airport Business Park
  - i. Current scope had been stopped, but recent changes have been made. Sitting at a reduced scope of work, but the budget is \$6 million. The reasons for this are the

infrastructure needs, power, water, and sewer. The only thing covered is getting the service to there, nothing else.

- ii. Commissioner Young asked about the breakdown and what costs are for the water? Mr. Eckfield approximately \$1.5 million for a looped system.
- iii. Mr. Eckfield posed the question, what is the board's desire on site 9. Is this the right site to build it? Discussion on the pros and cons in addition to alternatives ensued.
- iv. **The consensus of the board is to meet with client to see if a site change would work and ask the client for commitment.**

j. 3.1 FBO

- i. The FBO is a definite. The question posed is do we build the hangar, and the **consensus of the Board to hold off on the hangar and make this decision after the building is completed.**

k. 2.9 Headquarters and 2.7 Main Offices

- i. Mr. Eckfield asked the question based on the priority listing, where the Main offices were number one and the Headquarters is in the mid lower. The discussion surrounded the desires of the board and what the goals were for these two projects since it conflicted with prior direction from the board.
- ii. **Entertain a motion we do nothing to HQ and remodel the main offices only. Young moved. Baertlein seconded. Discussion on budget and Beveridge asked for staff opinion. The staff present expressed their opinions and discussion occurred. Commissioner Dove asked for a vote. The vote was tallied at those in favor: Commissioner Dove, Commissioner Young, Commissioner Baertlein; Those opposed: Commissioner Ficher, Commissioner Beveridge. Commissioner Ficher wanted to express that he felt this to be a huge mistake, that doing nothing to HQ would be a shame. Commissioner Young countered with the fact that he did not feel this was a prudent project to spend \$3.5 million dollars. He questioned whether the public would see it as a waste of money. Commissioner Ficher stated that this would be a shame to the public. Ms. Bradley reminded the board that their prior decision to move the Port offices to HQ was to lease current offices and that could not happen with this vote. Dove said we are over-planning for office space. Commissioner Baertlein asked if we could wait on this decision and discussion on the process ensued.**
- iii. **Commissioner Dove entertained a motion to nullify the motion based on the discussion. Commissioner Baertlein moved to nullify the decision to do nothing with HQ and to offer more time in consideration. Commissioner Young seconded the motion. There was no further discussion. The motion was approved by a 5-0 vote.**
- l. Mr. Eckfield asked the Board to consider moving some of the warehouse pieces farther down in the timeline. Commissioner Young has heart ache on this. He feels that this is the stuff that we can do right away. So why would we do that.
- m. Commissioner Young clarified that the schedule, as it is currently laid out, should continue and that the line of credit should try to be increased to accommodate the projects.
- n. Ms. Bradley asked for a motion from the board approves her to move to investigate credit line.
- o. **Commissioner Young moved that the manager begin the process of increasing the Port line of credit with TLC. Commissioner Baertlein seconded the motion. There was no further discussion. The motion was approved by a 5-0 vote.**

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4. Other Business

- a. Ms. Bradley shared the results from the FAA bid turned in.

- b. Next Regular Board meeting will be on April 19<sup>th</sup> 2011.
- 5. Commissioner Comment
  - a. Commissioner Young verified that Building 59 was still an active project with the FEMA funds. Mr. Eckfield confirmed that it was on the list of current projects.
- 6. Commissioner Dove adjourned the meeting at 12:10 P.M.