



MINUTES APPROVED 8-16-11
OF THE PORT OF TILLAMOOK BAY BOARD OF COMMISSIONERS
HELD THURSDAY, JULY 28, 2011 AT 11:00 A.M.

Port of Tillamook Bay
4000 Blimp Boulevard
Tillamook, Oregon 97141
503-842-2413

1. Commissioner Young called the meeting to order at 11:10 A.M.
2. Recognition of Persons Present
 - a. Jim Young (President); Georgine Beveridge (Secretary); Carolyn Decker (Treasurer); and Bob Olsen (Commissioner). *Absent: Bill Baertlein (Vice President).*
 - b. Staff: Michele Bradley (General Manager); Karin Gitchel (Office Administrator).
 - c. Public: Eric Eckfield (DAY CPM); Mark Labhart (Tillamook County Commissioner); Chris Chiola (Interim Tillamook County Community Development Director); Sandy Carbaugh (Tillamook Animal Shelter); Rebecca Rodriguez (film maker).
3. Discussion and Consideration of Notice of Intent to Award Contract to Quade Commercial Construction for FEMA Alternate Project 2.1 (Building 5 Improvements) in the amount of \$399,276.00
 - a. Mr. Eckfield described the bid process for Project 2.1, there were 7 bids received, the apparent low bid was Quade Commercial Construction. He met with Quade to verify that all components of the project, and confirmed that they were in fact the low bid and DAY CPM recommended that the Port move forward with this award.
 - b. **(Action) Commissioner Young entertained a motion to accept the Order #10-009 Notice of Intent to Award Contract to Quade Commercial Construction for FEMA Alternate Project 2.1 (Building 5 Improvements) in the amount of \$399,276.00. Commissioner Beveridge so moved the motion. Commissioner Olsen seconded the motion. Commissioner Young asked if there was any further discussion. The Motion was carried by unanimous vote of all Commissioners present (3-0).**
4. **ADD:** Discussion and Consideration of Resolution 2011-2012 #2 Authorizing Match Funding of \$12,500 for OBDD/IFA Port Planning and Marketing Grant for Highway 101 Site Development Study and Authorization for Board President to sign Grant Application
 - a. Ms. Bradley shared an overview of what this grant is covering and clarified the match funding. The board discussed the submission of these forms to OBDD and the process of hiring a person under local contracting rules.
 - b. **(Action) Commissioner Young entertained a motion to accept Resolution 2011-2012 #2 Authorizing Match Funding of \$12,500 for OBDD/IFA Port Planning and Marketing Grant for Highway 101 Site Development Study and Authorization for Board President to sign Grant**

Application. Commissioner Olsen so moved the motion. Commissioner Beveridge seconded the motion. The Motion was carried by unanimous vote of all Commissioners present (3-0).

5. **ADD:** Update on OCSR

- a. A brief overview from Ms. Bradley on the action of the committee, and that OCSR indicated that there was a change in the communication, thus the Port has sent a letter recommending a 10 day notice to complete this discussion. After some discussion and history on this agreement process shared with new Board members, Ms. Bradley is going to mail this letter and await a response from OCSR on August 10.

6. Commissioner Decker joined the meeting.

7. Presentation, Discussion and Consideration of Conceptual Lease at Port by Tillamook Animal Shelter – Commissioner Mark Labhart

- a. After a brief introduction by Commissioner Labhart, Ms. Carbaugh shared with the board the history of the Tillamook Animal Shelter, a 501c3 and led to the animal shelter facility with a vet, and enough land to build out. Ms. Rodriguez then introduced the concept of Animal House, similar to Extreme Home Makeover. It goes into a community that has an established non-profit shelter, they will film it. The channel this will be aired on, is still in negotiations. In researching for this show, she found Tillamook County. This project targets the ability to provide some sort of revenue to the community.
- b. Commissioner Labhart clarified that he understood the financial aspect and that the show would cover. He also noted the area of land, and noted that they were already talking about it with the Port. He also noted the zoning, and turned to Mr. Chiola to clarify that the zoning will be covered through county ORS codes, indicates that this is an outright use. But he indicated that the other businesses attached to the business, anything that takes care of the animals, would be allowed.
- c. Commissioner Labhart then asked the board what the wishes of the port would be for having a non-profit Animal Shelter.
- d. Commissioner Young asked about what they were needing for space. Ms. Carbaugh detailed out her future goals of handling all animals, from 'pocket pets' to horses. But she did not feel she would need the entire acreage. This would be finalized once the planning diagrams were completed.
- e. Ms. Bradley asked who would own the facility. Ms. Carbaugh was unaware of this detail.
- f. Ms. Gitchel located on an area map the available acres that Port staff has researched as the most optimum location.
- g. Ms. Carbaugh shared that there was no funding for operations, but the county would be providing resources for this. Commissioner Labhart reiterated the county's goal of managing this program and that as long as there were funds in the county budget that this project would be taken care of.
- h. Ms. Gitchel asked about timing, Ms. Rodriguez indicated that it would occur this fall.
- i. Commissioner Decker asked regarding the planning from the Port and how this would affect the plans. Commissioner Young indicated that the staff chose this location based on both the correct area for the animals and minimal effect on the current plans.
- j. It was the opinion of Commissioner Beveridge that the Port is the ideal place for this type of shelter.
- k. **(Action) Commissioner Young entertained a motion to concur with the Conceptual planning at the Port by Tillamook Animal Shelter. Commissioner Decker so moved the motion. Commissioner Beveridge seconded the motion. The Motion was carried by unanimous vote of all Commissioners present (4-0).**

8. Commissioner Young recessed the Regular Board meeting at 12:13 P.M.

9. Commissioner Young opened the Executive Session at 12:13 P.M. per:
 - a. ORS 192.660 (2)(e) for real property transactions; and
 - b. ORS 192.660 (2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed
10. Commissioner Young adjourned the Executive Session at 1:23 P.M.
11. Commissioner Beveridge had left the meeting.
 - a. **(Action) Commissioner Young entertained a motion that the Port reject Biothane proposal due to recommended actions from legal counsel and rescind the notice of intent to award that has been issued. Commissioner Decker so moved the motion. Commissioner Olsen seconded the motion. The Motion was carried by unanimous vote of all Commissioners present (3-0).**
 - b. **(Action) Commissioner Young entertained a motion to allow Port Manager to ask the potential buyer in Barview to hire an appraiser and obtain a price to purchase. Commissioner Decker so moved the motion. Commissioner Olsen seconded the motion. The Motion was carried by unanimous vote of all Commissioners present (3-0).**
12. Meeting date for next week
 - a. The board discussed new times for meetings. It was noted that Commissioner Beveridge would like to change it to after 5:00 P.M. After discussion, the board agreed that Thursdays would be best for this type of meeting.
 - b. Next meeting will be scheduled for Thursday, August 4, 2011 at 5:15 P.M.
13. Additional Comments
 - a. Commissioner Olsen requested to know the fair schedule at the next meeting so that he could plan ahead for it. Staff will prepare it and have it ready for next meeting.
 - b. Ms. Bradley informed the board of the Runway Overlay FAA project that had a pre-bid meeting this morning. The bids are due in August, and she would share more then.
 - c. Commissioner Olsen requested that the road to the museum be filled in, and Ms. Bradley agreed to have staff fill that in.
 - d. Commissioner Young asked Mr. Eckfield regarding the scales project. He shared that the project will be headed to pre-construction on Monday and that there could potentially be concrete in the area started on Friday.
14. Commissioner Young adjourned the meeting at 1:37 P.M.