



MINUTES APPROVED 5/17/11

OF THE PORT OF TILLAMOOK BAY
BOARD OF COMMISSIONERS MEETING
HELD ON
FRIDAY, APRIL 29, 2011 AT 10:00 A.M.

Port of Tillamook Bay
4000 Blimp Boulevard
Tillamook, Oregon 97141

1. Commissioner Dove called the meeting to order at 10:00 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); Joanne Dickinson (Business Manager); Aaron Palter (Project Manager).
 - c. Media: None in attendance
 - d. Public: Gus Meyer (Private Citizen)
3. Commissioner Dove opened the hearing on the proposed **Supplemental Budget** for Fiscal Year 2010-2011
4. Presentation of Proposed Supplemental Budget – Staff Comments
 - a. Ms. Bradley provided the board with handouts and then turned the meeting over to Ms. Dickinson, Business Manager.
 - b. Ms. Dickinson provided an overview of the main changes, which included unallocated funds, unbudgeted funding sources and the expenditures incurred on FEMA Alternate Project PW 945, which was not budgeted to begin in the 2010-2011 Budget Year. Continuing on, she described the General Fund changes and expenditures that had occurred and noted that though the expenditures were in different spots, there was no significant change to the bottom line budgeted.
 - c. Ms. Dickinson detailed the transfer in dollars from the General Fund to the Railroad fund that was unallocated previously. In addition, the closing out of the Sterling Bank loan in the Railroad and transferred to the General Fund was also detailed in the Supplemental Budget.
 - d. She summarized the major changes as expenditures and reimbursements due to the FEMA funding process. The Railroad Fund changes were mostly unexpected dollars that were spent.
 - e. Commissioner Dove asked for explanation on the equipment budget, what had that bought and what was going yet to be purchased as planned. Ms. Bradley provided them with an update sharing the equipment purchased and still planned for purchasing.

Commissioner Dove asked where we were on match funds for the equipment. Ms. Bradley then shared that we currently have a match grant for a portion, and that the Port still needs to find match dollars to purchase the remaining items.

- f. Commissioner Young asked for further clarification on the Resolution document. After a short break in which Ms. Dickinson was able to go and get an additional spreadsheet printed for the board to fully understand the document, she was to go line by line through the resolution and explained the background of each figure and its effect on the supplemental budget. She clarified that the main increase in the General Fund is around \$500,000, the Railroad fund was \$200,000.
5. Commissioner Dove opened the meeting for public comment
 - a. There was no public comment at this time.
6. Commissioner Dove closed the public comment
7. Board Discussion and Comments
 - a. There were no additional comments.
8. Adoption of Resolution 2010-2011 #15 to Approve Supplemental Budget for Fiscal Year 2010-2011
 - a. **ACTION: Commissioner Young moved to Adopt Resolution 2010-2011 #15 to Approve Supplemental Budget for Fiscal Year 2010-2011. Commissioner Ficher seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
9. Budget Committee Update
 - a. There are vacancies on the budget committee for 2011-2012, that the Port is currently accepting applications for. Ms. Bradley noted that advertising was in place and applications were available. Commissioner Dove requested that all of the Board ask one person to see if they would be interested. Ms. Bradley provided them with an application.
10. Commissioner Dove moved recess to Executive session per ORS 192.660 (2) (e) for Real Property at 10:34 AM.
11. Commissioner Dove adjourned the Executive Session at 12:15 P.M.
12. Commissioner Dove came back to regular session at 12:16 P.M.
13. Other Business:
 - a. Update provided by Ms. Bradley on a recent FEMA educational meeting to share the process that FEMA goes through that was well attended.
14. Commissioner Dove adjourned the meeting at 12:21 P.M.