



APPROVED 12/01/11

**OF THE PORT OF TILLAMOOK BAY
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
TO BE HELD ON
TUESDAY, SEPTEMBER 20, 2011 AT 6:00 P.M.**

**Port of Tillamook Bay
4000 Blimp Boulevard
Tillamook, Oregon 97141**

1. Commissioner Young called the meeting to order at 6:00 P.M.
2. Recognition of Persons Present
 - a. Jim Young (President); Bill Baertlein (Vice President); Carolyn Decker (Treasurer); Georgine Beveridge (Secretary) and Bob Olsen (Commissioner).
 - b. Staff: Michele Bradley (General Manager); Karin Gitchel (Office Administrator); Eric Hellwig (Port Staff); Aaron Palter (Project Coordinator);
 - c. Public: Eric Eckfield (DAY CPM); Gus Meyer (Private); Alene Allen (Private); Richard Obrist (Fairview Acres Dairy); Jerry Dove (Private); Chris Stirk (Stimson Lumber).
3. Public Comment
 - a. Jerry Dove was provided the opportunity to share information regarding the roads measure that is coming on the ballot in November. He expressed the urgency of this project and indicated that the advertising committee for this measure is running short financially and asked that the board consider whatever support that they can provide.
 - b. Ken Zwald came to share some information regarding the digester. He asks that the board be aware of the fact that there is a 6-8 month process for his equipment being ordered, and he cannot do this without hauling contract. He encouraged the board to look at the project, know that there are many people supporting this, and share that he is looking forward to submitting his company for the hauling bid. Commissioner Young stated he understands Zwald's position, but no contract will be moved forward by the Port until the digester project has been bid and is underway.
 - c. Richard Obrist then participated by stating for the record that he supports the digester and feels that there is a real need, and believes there is more support and interest than the Port is aware.
 - d. Commissioner Young invited Ms. Bradley to provide her update, and she shared that the Port has received multiple letters of interest with signatures from local dairy farmers and the potential of 9,800 cows.
4. Consent Agenda
 - a. Financial Report

- i. There were no financial report due to the audit and changeover of accounting programs.
 - b. Minutes from 8/16/11 and 8/30/11
 - c. **(Action) Commissioner Young entertained a motion to approve the minutes based on suggested corrections. Commissioner Decker so moved the motion. Commissioner Baertlein seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
5. FEMA Alternate Projects Update
- a. Monthly Update – Day CPM Services
 - i. Mr. Eckfield provided an update on all currently active projects, clarifying all questions and reviewing the FEMA Monthly update worksheet.
 - ii. Also, Mr. Eckfield and Mr. Palter discussed were the easements in process with both Tillamook County and TPUD regarding easements that are currently affecting Project 9. This line extension will be worked on between the Port and community partners.
 - iii. It was asked for consensus from the board to move forward on the easements. **Commissioner Young asked for a rolling vote, and each attending commissioner provided an “aye”. It was confirmed that the board is in consensus for staff to continue the easement process with TPUD.**
 - b. ADDED: Discussion and Consideration of Order #11-004 for Notice of Intent to Award a Contract in the amount of Four Hundred Seventy-Six Thousand Three Hundred Fifty (\$476,350) Dollars to K&E Excavating Incorporated for the Airport Business Park Project (Site Development); and Authorization for General Manager to Sign Contract Documents
 - i. This will not be issued at this time, but we are going through the administrative process to proceed forward on awarding, once the funding has been finalized.
 - ii. **(Action) Commissioner Young entertained a motion to approve the Order #11-004 for Notice of Intent to Award a Contract in the amount of Four Hundred Seventy-Six Thousand Three Hundred Fifty (\$476,350) Dollars to K&E Excavating Incorporated for the Airport Business Park Project (Site Development); and Authorization for General Manager to Sign Contract Documents. Commissioner Beveridge so moved the motion. Commissioner Baertlein seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
 - c. ADDED: Discussion and Consideration of Line Extension Agreement (E Street and Blimp Boulevard) with Tillamook People’s Utility District (Work Order No. 28926) in the Amount of Twenty-Nine Thousand Eight Hundred Ninety-One (\$29,891) Dollars for Electrical Service Installation at Industrial Warehouse Business Park Project Site.
 - i. Mr. Eckfield provided the background regarding this agreement with TPUD, and asked Mr. Palter to share his discussions. They both reviewed the location and need of this agreement with TPUD and discussed with the board the background of this.
 - ii. **(Action) Commissioner Young entertained a motion to approve the Line Extension Agreement (E Street and Blimp Boulevard) with Tillamook People’s Utility District (Work Order No. 28926) in the Amount of Twenty-Nine Thousand Eight Hundred Ninety-One (\$29,891) Dollars for Electrical Service Installation at Industrial Warehouse Business Park Project Site. Commissioner Decker so moved the motion. Commissioner Baertlein seconded the motion.**

There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).

d. Discussion of Hooley Digester Upgrade – Next Steps

- i. Mr. Eckfield provided a brief background on the entire project process to date, and brought the board to the current position of needing to make a decision regarding moving forward. The board discussed the pros and cons of the current bid package. They then discussed what would happen if the bid changed to simply build a new one. The board made a point to remember that there was a need to keep the current digester running to serve the current customers.
- ii. It was asked for consensus from the board to move forward committed to the Digester project. **Commissioner Young asked for a rolling vote, and each attending commissioner provided an “aye”. It was confirmed that the board is in consensus for staff to move forward on the Digester project.**
- iii. It was asked for consensus from the board to confirm staff moves forward with a bid to build a new Digester while the staff keeps the old one running during this time, but not rehabilitating it, instead utilizing the site as fully as possible building a new digester within the \$5.4 million dollar budget. **Commissioner Young asked for a rolling vote, and each attending commissioner provided an “aye”. It was confirmed that the board is in consensus for staff moves forward with a bid to build a new Digester while the staff keeps the old one running during this time, but not rehabilitating it, instead utilizing the site as fully as possible building a new digester within the \$5.4 million dollar budget.**

6. Industrial Park Update and General Business

a. Audit Update

- i. Ms. Bradley shared the process of the previous week with staff submitting information for the 09-10 Audit. Current work on the accounting system transfer has taken some priority over the audit. We hope to be back on track and have the results by the end of the year.

b. Personnel Changes

- i. Ms. Bradley shared an opening for a Front Office Assistant.
- ii. In addition, one railroad staff member has been reduced do to a 4 month sick leave, so staff will be working on getting contracts with P&W and others to cover his work during this time.

7. Commissioner Young recessed the meeting for a five minute break at 7:55 PM.

8. Commissioner Young reopened the meeting at 8:00 PM.

9. Railroad Update

a. There was no railroad update.

10. Airport Division Report

a. FAA-AIP Updates

- i. Fencing/Drainage
 1. The project progressing well. It should be completed by mid-October.
- ii. Airport Master Plan
 1. The final plan is finished and more will come when this is ready.
- iii. Runway Overlay
 1. This will be bid, but most likely construction will be put out into the spring of 2012. A Connect Oregon IV grant will be applied for to supplement the match money for this FAA project.

11. Lease Orders **(Action)**

- a. AP-11-18 Near Space Corporation, 15 year Build to Suit lease
- b. IP-11-19 Mike and Linda Stephenson, RV Storage, Monthly
- c. IP-11-20 Kevin Jolly, RV Storage, Monthly
- d. IP-11-21 Ronald J. Gallegos, RV Storage, Monthly
- e. IP-11-22 Ila Snyder, RV Storage, Monthly
- f. **(Action) Commissioner Young entertained a motion to accept the lease orders. Commissioner Beveridge so moved the motion. Commissioner Decker seconded the motion. Commissioner Olsen asked about the Near Space Corporation and what happens if the business changes. What is in the lease for change of ownership? Ms. Bradley shared that there are deposits in place to cover a few months of transition/unoccupied lease months within the lease; that the building was built so that a new tenant lease space could be easily modified. The Motion was carried by unanimous vote of all Commissioners present (5-0).**

12. Commissioner Comments

- a. Commissioner Beveridge wanted to comment that she took Property/Casualty insurance licensing at Independence Airport where she was asked about space for lease at the Port.

13. Commissioner Young recessed the regular meeting at 8:15 PM

14. Commissioner Young opened the Executive Session per ORS 192.660 (2)(e) for Real Property Transactions at 8:15 PM.

15. Commissioner Young adjourned the Executive Session at 9:37 PM

16. Commissioner Young reopened the Regular Board meeting at 9:37 PM

- a. **(Action) Commissioner Young entertained a motion for staff to continue work on the sale of 1,600 square feet of property on the railroad right of way in Barview. The board authorizes staff to negotiate, net profit of \$3,500 and to find out if the buyer will pay for an appraisal. Commissioner Beveridge so moved the motion. Commissioner Baertlein seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**

17. Communications

- a. Next Regular Port Board Meeting, Tuesday, 10/18/11, 6:00 pm

18. Commissioner Young adjourned Regular Board meeting at 9:40 PM.