



## **MINUTES APPROVED 11/22/2011**

### **OF THE PORT OF TILLAMOOK BAY BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**HELD ON TUESDAY, OCTOBER 18, 2011 TILLAMOOK, OR 97141**

1. Commissioner Young called the meeting to order at 6:00 P.M.  
Recognition of Persons Present
  - a. Jim Young (President); Bill Baertlein (Vice President); Georgine Beveridge (Treasurer); Carolyn Decker (Secretary); and Bob Olsen (Commissioner).
  - b. Staff: Michele Bradley (General Manager); and Kelcey Stein (Office Staff); Aaron Palter (Project Coordinator).
  - c. Public: Eric Eckfield (DAY CPM); Dan Biggs(Executive Director of TEDC and SBDC); Gus Meyer (Private); Jill Williams (Private); LeeAnn Neal(Rocky Intertidal Co Creative); Kelly Benson(Rocky Intertidal Co Creative); Chris Stirk (Stimson Lumber); and Alene Allen (Private)
2. Public Comment:
  - a. Gus Meyer is very happy with the projects moving forward within the Port Industrial Park.
3. Michele Bradley made a formal introduction of LeeAnn Neal and Kelly Benson who are with the Rocky Intertidal Co-Creation Media Relations, who will be handling some media for the Port.
4. Introduction to Dan Biggs Tillamook EDC, he also has a wide variety of experience in other counties. Dan stated that the Port of Tillamook Bay is a strong business to work with. Dan also stated that the Pelican Pub received a loan of \$250,000 through EDC and Col-Pac and he is working on getting the private sector to match that fund. He wants to put together a Venture Fund or Angel Fund for Tillamook County. He has also made the introduction to Rails to Trails. Cycle Oregon would like to do a feasible study. The Cycle Oregon ; Oregon Forestry Department; and Oregon Parks and Recreation wants permission from The Port Of Tillamook Bay to entertain to do a feasible study on Port Property in the Salmonberry Canyon. Dan is very good at finding and getting funding for projects that would benefit Tillamook County and other local counties.

5. Consent Agenda:

a. Minutes:

- i. No Minutes were available for consideration.

b. Financial Report:

- i. The new accounting system is still in progress. This is the first report with the new accounting system. Moss Adams is contracted to work with and help staff to learn the new system. Commissioner Baertlein wants to see the breakdown of the different departments. He also wants to see what the Port is making and what the Port is paying out. The Commission wants to see the report more clarified for future meetings. Bradley will continue to set up reports and take input until the board approves a template. **No vote was taken on this item.**

6. FEMA Alternate Projects Update:

- a. Eric Eckfield with Day CPM updated the 2.1 Admin. Building project. The project is progressing well. They are waiting for the chip seal to settle. Project 2.1 will be done January 2012. They are pouring concrete the rest of the month in the Industrial Warehouse Park Project.

Chris Stirk from Stimson Lumber stated that the Truck Scale project is in progress and its going very well, will be complete on Monday October 24<sup>th</sup> 2011. Eric Eckfield stated that the draft of the Digester RFP is near completion. November and December will be heavy permitting months. There will be 8 bids for January and February Projects. Eric also stated that there is one hold up before they can move forward with 4 projects, because there have been no previous buildings; FEMA is saying that they need to have an Environmental Assessment done on the project area. FEMA will pay the cost of the Assessment, no cost to the Port, and it will take 4 to 6 months to complete the Assessment.

- b. No minutes were available.

7. Industrial Park Update and General Business:

- a. The POTB Strategic Business Plan was adopted by the Port Board in December 2009. Now OBDD will begin finalizing an Intergovernmental Agreement (IGA) between the POTB and the State based on our plan. This IGA will allow the POTB to use State funding in the future.

Aaron will write up a progress on the current status and goals met in the POTB Strategic Business Plan report for the next Board meeting and every other month thereafter. Aaron is happy to do this for the Board.

- b. Kelcey Stein was welcomed to the Port of Tillamook Bay Team.

- c. The Port is asking for feedback on ideas for the Employee Holiday Event for this year. Commission will be contacted by staff individually to see if they would be willing to donate one meeting salary to the Ports Christmas Party.
  - d. There was very little to report on the Lightwave. The fiber in the conduit on 3<sup>rd</sup> St. is able to be there, which was recently questioned by the adjacent land owner.
- 8. Railroad Update:
  - a. Cycle Oregon, Oregon Department Forestry, Oregon Parks and Recreation Department are seeking authority from the Port for a feasibility study on the Rails to Trails from Banks Oregon to The Salmonberry Canyon. There will be no cost to the Port. Bradley asked for the Commission to give consensus and direction to Michele and Dan Biggs in regards to the Rails to Trails feasibility study moving forward.
- 9. Airport Division Report:
  - a. The fencing and drainage project almost done, there was an issue with the County Road Department in regards to the Road Approach Permit that followed the Port's permit to Tillamook County Community Development Department. The Runway Overlay project has been moved to next spring for construction.
  - b. November 7, 2011 will be a special meeting to allow sewer to be extended to the Port by amending the Urban Growth Management Agreement (UGMA). The biggest issue right now is funding for the sewer.
- 10. Communications:
  - a. Commissioner Baertlein will be attending the NWACT on November 3, 2011.
  - b. The Port will be closed November 11, 2011 and also on November 24 & 25, 2011 for Thanksgiving.
  - c. Next Board Meeting will be November 22, 2011 @ 6:00 p.m.
- 11. Commissioner Comments:
  - a. Commissioner Beveridge's husband had heard some complaints from citizens of the Tillamook County; asking "Is the Port doing anything?"
  - b. Schedule Workshop for FEMA projects at next meeting.
  - c. Staff will bring to the Board an increase of permits for next years' hunting season.
  - d. Commissioner Olsen will not be at Januarys Board Meeting.
- 12. Recess @ 8:20 p.m. for executive session per ORS 192.660.
- 13. Resume Regular meeting @ 9:56 p.m.
- 14. Adjournment @ 9:57 p.m.