



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

**SPECIAL MEETING MINUTES OF THE  
PORT OF TILLAMOOK BAY BOARD OF COMMISSIONERS  
FRIDAY, MARCH 11, 2011 AT 10:00 A.M.  
LOCATED AT  
4000 BLIMP BOULEVARD  
TILLAMOOK, OREGON.**

1. Commissioner Dove called to order at 10:01 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)
  - c. Media: No media was present.
  - d. Public: Eric Eckfield (Day CPM); Gus Meyer (Private).
3. Discussion and Consideration of Port's FEMA Alternate Project Contracting Methods to be used by Specific Project (DAY CPM)
  - a. Mr. Eckfield shared a list of current projects and bidding methods. He shared the current view of these projects and the desired result of having a Contract Management/General Contractor (CM/GC) contractor with the appropriate experience to match the range of these projects.
  - b. Commissioner Young asked for clarification on what the port staff will be doing or bidding? Mr. Eckfield shared that there are certain projects that the current skill level of the staff can do, it's unknown. Commissioner Young reiterated that he felt that the local area skills really need to be utilized. Commissioner Dove identified that we have always stated that to save money our staff equipment and skills will be used. Mr. Eckfield concurred that this is where we are in the decision making process. Commissioner Dove clarified the identified column of \$15 million hard construction cost was specific to CM/GC? After Mr. Eckfield concurred that this was in fact true. Commissioner Dove then stated that there was a need for the Board to look closely at the identified projects and see which projects really need to be done. Mr. Eckfield shared that the budgets were going to be completed at the end of March, and once we have all the cost estimates, the Board will then be able to properly assess which projects are of priority.
  - c. The anticipated ground breaking has been tentatively scheduled for May with the Truck Scales project. Commissioner Dove asked the staff to prepare the information for the Board to share with people regarding why this project is happening, where the funding came from and the goal. Ms. Bradley shared that with 200 trucks per day, there is a great need for this.
4. Discussion and Consideration of Bid/Contract for Purchase for FEMA Alternate Project PW 940 - Truck Scales and Authorization for General Manager to sign contract paperwork.
  - a. Mr. Eckfield shared that this project has been modified, due to the cost being adjusted and lowered. he does recommend that we purchase the scales. But he recommends that the concrete piece should be bid out separately to local contractors, if possible.

- b. **ACTION: Commissioner Dove entertained a motion considering the Bid/Contract for Purchase for FEMA Alternate Project PW 940 - Truck Scales and Authorization for General Manager to sign contract paperwork. Commissioner Ficher moved to accept Bid/Contract for Purchase for FEMA Alternate Project PW 940 - Truck Scales and Authorization for General Manager to sign contract paperwork. Commissioner Baertlein seconded the motion. There was no further discussion. The motion was approved by a 5-0 vote.**
- 5. Other Business
  - a. Commissioner Dove requested an update regarding the Contract training that Mr. Eckfield attended for a bit at the TBCC campus on Thursday, March 10, 2011. He shared that he was pleased at the questions and interest provided at this meeting. He felt that the training was well attended and that there was some positive interest.
  - b. Ms. Bradley updated the Board on the three FAA projects that are running concurrently at this time. The Fencing and Drainage plans have been placed on ORPIN opened to bidding. She reviewed the financing and goals of this project and grants. She then provided an overview on the status of the other two pending projects for the Airport. Ms. Bradley shared that she will provide the information to the Board in the next few months and that there will be some Connect Oregon III funds or we can apply for the Connect Oregon IV grants that might be available. This match funding will be brought to the Board.
  - c. Commissioner Dove asked whether we could join the bidding for asphalt for the FEMA Alternate Projects? It was unknown but the staff will investigate.
  - d. **ACTION: Commissioner Dove entertained a motion to authorize the staff to move forward with financing for the FAA projects as needed by the projects. Commissioner Young moved to accept. Commissioner Ficher seconded the motion. There was no further discussion. The motion was approved by a 5-0 vote.**
  - e. Ms. Bradley then shared a letter received in the office and provided a brief overview of the message regarding the need of tenant to reduce rent and also that he was interested in sharing his opinions with the Board.
  - f. Ms. Bradley also identified another email from another tenant who was upset that we had not shared our equipment, and that there were some road issues. This concern was a tenant requesting that the Port be a good neighbor. Ms. Bradley is also going to respond to this but wanted to make sure that the Board was made aware.
- 6. Commissioner Dove recessed to executive session 10:42 A.M.
- 7. Commissioner Dove returned the board to special meeting 12:53 PM
  - a. **ACTION: Commissioner Dove entertained a motion for the action of sending a letter with legal fee requirements, in preparation for the next steps in regards to Oregon Coast Scenic Railroad (OCSR). Commissioner Young moved. Commissioner Baertlein seconded. All in favor 5-0.**
- 8. Public Comment
  - a. Gus Meyer expressed his support of Commissioner Young's feeling that projects begin quickly. He was also curious about if there would be any loss in service to clients during scale replacement. It was explained that one would always be active and in use during the project.
- 9. Commissioner Comment
  - a. There were no additional Commissioner comments.
- 10. Commissioner Dove adjourned the meeting at 12:55 P.M.