



Minutes Approved 3/21/11

**OF THE PORT OF TILLAMOOK BAY
BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING
TO BE HELD ON
TUESDAY, FEBRUARY 22, 2011 AT 6:00 P.M.**

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

1. Commissioner Dove called the Regular Board Meeting to order at 6:02 P.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).
 - c. Media: There was no media present
 - d. Public: Joshua Dodson (Day CPM); Eric Eckfield (Day CPM); Noah Palter (Boy Scout Member Troop 629); Zak Fletcher (Boy Scout Member Troop 629); Julie Fletcher (Boy Scout Leader Troop 629)
3. Public Comment
 - a. Commissioner Dove welcomed the Boy Scout members in attendance, who explained that they are earning their communication badge and one of the requirements is to attend a public meeting, take notes and write a report.
4. Consent Agenda
 - a. Port Financial Report
 - i. Ms. Bradley reviewed the current standings with the financials of the Port and addressed all the questions brought forth by the Commissioners.
 - b. Railroad Financial Report
 - i. Ms. Bradley reviewed the current standings with the financials of the Railroad and addressed all the questions brought forth by the Commissioners.
 - c. Minutes from 1/25/2011 (Regular) and 2/04/2011 (Special/LCRB)
 - i. 1/25/11 – Commissioner Dove queried the Board decision on the property sale, and the statement was deemed fair. Also questioned the Commissioner Baertlein statement of stopping the design build and Mr. Eckfield clarified the intent of this process.
 - d. **ACTION: Commissioner Dove entertained a motion to accept the Consent Agenda. The motion was moved by Commissioner Young. Commissioner Baertlein seconded the motion. There was no further discussion. The motion was approved by a 5-0 vote.**
5. FEMA Alternate Projects Update
 - a. Monthly Update – DAY CPM Services
 - b. Mr. Eckfield reviewed the current projects and where the Port is in the process of design. He shared a breakdown on the New and Rehab projects. Commissioner Young asked him about the bidding process and the combination of like-kind services, as in siding for several projects, being made available for the local companies. Mr. Eckfield reiterated that the process in place will allow for local competition.
 - c. Mr. Dodson provided the Board with an update regarding the alternative bidding for a Construction Management/General Contractor (CM/GC) firm, which allows another group to bid out all the projects

under their umbrella. The Board's desire for local competition is consistent with this process. He also congratulated the Board on the use of multiple public contracting options, noting its value to the process.

6. Discussion and Consideration for Contract Amendment #1 with DAY CPM Services, LLC and authorization for General Manager to sign document
 - a. Ms. Bradley turned the conversation to Mr. Dodson, who reviewed the original plan for Day CPM, Inc. This plan was put in place to allow DAY CPM two months to look over the programs, identify the budget requirements and then provide a fee schedule that finalizes their contract. The Board looked at the adjusted fee schedule and clarified the needs, noting that the fee schedule provided appears to be lower than anticipated. The contract is for three (3) years and is a "Do Not Exceed" which will go into effect March 1, 2011.
 - b. **ACTION: Commissioner Dove entertained a motion to approve the Contract Amendment #1 with DAY CPM Services, LLC and authorization for General Manager to sign document. The motion was moved by Commissioner Fischer. Commissioner Baertlein seconded the motion. There was no further discussion. The motion was approved by a 5-0 vote.**
7. Industrial Park Update and General Business
 - a. Tillamook County Quilt Trail
 - i. Ms. Bradley shared with the Board the invitation for the Board to have a piece of the quilt trail added to the Port property.
 - b. **ACTION: There was a unanimous consensus of the Board to support this project.**
 - c. SDAO Loss Control Visit
 - i. Ms. Bradley reviewed the letter and identified the key points.
 - d. Update on Tillamook Lightwave (Commissioner Jim Young)
 - i. Commissioner Young shared with the Board a letter regarding a new cable company opportunity and hopes to have contact from them. He identified that the People of Pacific City are still interested in sharing the site and they are working with a committee to identify this project.
8. Railroad Division Reports
 - a. Exempt Railroad Crossing Update
 - i. Ms. Bradley shared an email from ODOT, stating that unless the Port is officially abandoning the track, then they should not put the exempt signs at crossings until that time.
 - b. Oregon Coast Scenic RR Update
 - i. No meetings have been scheduled as of yet.
9. Digester Update
 - a. Status of Operations
 - i. Due to weather, the digester has cut back to half feeding to keep temperatures at the optimal level. Ms. Bradley shared a brief update regarding the digester goals, including an extended description of the build design goals to keep the digester running during its construction and rebuild.
10. Airport Division Report
 - a. FAA-AIP Updates
 - i. Fencing/Drainage
 1. Due to weather, there is no update.
 - ii. Master Plan
 1. End of March will be the next meeting, at which point there will be a full report.
 - iii. Runway Overlay
 1. Currently have Geo-tech onsite with anticipated results shared in the Master Plan.
11. Lease Orders and Issues
 - a. Commissioner Ficher introduced the need to complete an analysis of our current rate structures for the farmland. The last farmland structure was updated in October of 2006. The Board requested further information on current farmland rented and which of these farmers utilized the digester facility. Ms. Bradley confirmed that this material will be available to the Board members for the Friday session.
 - b. IP-11-01, Werner Gourmet Meat Snacks Inc., Bldg. 23, Storage
 - c. IP-11-04, Colleen Waters, Bldg. 26, RV Storage
 - d. IP-11-05, Thomas Steggell, Bldg. 5, Wing 1, Office/Business
 - e. IP-11-06, CHS, Inc., Bldg. 71, Tank Repair Shop
 - f. IP-11-07, Andres Sanchez, 30.99 acres Farmland
 - g. IP-11-08, Leslie A. Bowers, Field Use
 - h. IP-11-09, Patricia Mills, Bldg. 26, RV Storage

- i. ACTION: Commissioner Dove entertained a motion to accept Lease Orders. The motion was moved by Commissioner Young. Commissioner Beveridge seconded the motion. There was no further discussion. The motion was approved by a 5-0 vote.**

12. Executive Session per:
 - a. ORS 192.660 (2)(e) for real property transactions; and
 - b. ORS 192.660 (2)(h) to consult with counsel with regard to litigation likely to be filed; and
 - c. ORS 192.660 (2)(i) for performance evaluation of a public officer
13. Commissioner Dove recessed the Regular Board meeting to executive session at 8:04 PM
14. Commissioner Dove recessed the Executive Session at 9:56 P.M.
15. Communications
 - a. Next Regular Board Meeting: Tuesday, March 22, 2011, 6:00 pm
 - b. Next Special Meeting: Friday, February 25, 2011 10:00 am
 - c. Tentatively Scheduled Special Board Meetings, if needed, Fridays at 10:00 am
16. Other Business
 - a. There was no additional business.
17. Commissioner Comments
 - a. There were no additional commissioner comments.
18. Commissioner Dove adjourned the Regular Board meeting at 9:58 P.M.