



MINUTES APPROVED 1/25/11

OF THE PORT OF TILLAMOOK BAY
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
HELD ON
TUESDAY, DECEMBER 14, 2010 AT 6:00 P.M.

Located at
Port of Tillamook Bay
4000 Blimp Boulevard
Tillamook, Oregon 97141

1. Commissioner Dove called the Regular Board Meeting to order at 6:00 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); John Lewis (Roadmaster).
 - c. Media: None present.
 - d. Public: Gus Meyer
3. Public Comment
 - a. Commissioner Dove encouraged the Board to watch Ms. Bradley on the "Let's Talk" Van Moe television show as he felt it was important for them to know what was said.
4. Consent Agenda
 - a. Port Financial Report
 - i. Ms. Bradley provided an overview of the Port financials and answered questions regarding line items that were not clear for the Commissioners.
 - b. Railroad Financial Report
 - i. Mr. Lewis provided an overview of the Bank Sellers project completion, a summary on the current timber and cars at Banks and an update on the Barview Store easement.
 - ii. Ms. Bradley reviewed the report going over figures that were questioned.
 - c. Minutes from 11/10/10, 11/16/10 (Regular), 11/16/10 (Budget Hearing), 11/26/10 and 11/30/10
 - i. No comments on minutes.
 - ii. **ACTION: Commissioner Dove entertained a motion to approve the consented agenda. Commissioner Ficher moved to approve the motion accepting the consented agenda. Commissioner Young 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. Ms. Bradley reviewed the monthly report and updated the Board Commissioners regarding the current LRS Architect contract and the current project to purchase the second piece of property from School District 9.
- b. Equipment Purchases
 - i. Ms. Bradley provided the Board with an updated of large equipment purchases that have been completed to date.
- c. Notice of Intent to Award Contract to Day CPM Services for Owner's Representative Service
 - i. **ACTION: Commissioner Dove entertained a motion to approve the Notice of Intent to Award Contract to Day CPM services for Owner's Representative Services. Commissioner Ficher moved to approve the motion. Commissioner Young seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**

6. General Business

- a. 2010 Annual Manager Evaluation Process and Forms
 - 1. Ms. Bradley reviewed the directions and process of the General Manager annual review. Evaluation was to be completed in the January Regular Board meeting, but the Commissioners requested that this be moved to the February 2011 Regular Board meeting in order to effectively complete this evaluation.
- b. January Regular Board Meeting
 - 1. Commissioner Dove requested that the January 2011 Regular Board meeting be moved from January 18 to January 25, 2011. There was no opposition to this request.
- c. Information: Oregon Lottery Dollars 2007-2009
 - 1. Update on dollars received in the State of Oregon was provided by Ms. Bradley.
- d. Discussion of Water & Sewer Utility Rate Increase
 - 1. This discussion was tabled to a later Board meeting so that staff could prepare a full analysis and review of past financials in regards to the Water & Sewer Utility Rates.
- e. Update on POTB Water Rights
 - 1. Ms. Bradley described to the Board the current POTB water rights and the options of establishing two more wells, indicating that POTB is well within rights, and not in jeopardy of this changing.
- f. Update on Tillamook Lightwave (Commissioner Jim Young)
 - 1. There was no update regarding Tillamook Lightwave.
- g. Request for Letter of Support for Food Roots USDA Grant – Beginning Farmer & Rancher Development Project
 - 1. After some clarification on the Port Board role, the Board considered providing a letter of support for this grant enabling them to pursue discussions of development issues in this project.
 - 2. **ACTION: Commissioner Dove made a motion to ask Ms. Bradley to write a letter of support. Commissioner Young moved to approve 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).**
- h. SDAO Annual Conference February 11-13, 2011

1. Board members were invited to attend the SDAO Annual conference and submit their reservations to Ms. Gitchel. Commissioner Dove indicated that he would attend and no other board member was able to provide RSVP at this meeting.
 - i. OPPA – Review of ORS 777 (Volunteers?)
 1. OPPA has asked the board members to consider volunteering to review ORS 777. OPPA have requested an RSVP by February 14, 2011.
7. Railroad Division Reports
 - a. Update on railroad operations/negotiations
 - i. Ms. Bradley shared a summary of the OTRA Board meeting discussion to dissolve the OTRA Board. The designated parties are going to put a meeting in place to summarize and finalize their decision with appropriate agencies.
 2. **ACTION: Commissioner Dove entertained a motion to support the dissolution of the OTRA Board. Commissioner Young moved to support this motion. Commissioner Baertlein seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
8. Airport Division Report
 - a. TPA Newsletters
 - i. This communication will be moved from the binders as information available to the Board and not discussed.
 - b. FAA – AIP Update – Airport Master Plan
 - i. Ms. Bradley provided the Board with an update on the recent TPA meeting and the interest that members had regarding our current FBO project.
9. Commissioner Dove requested a Digester and Industrial Park update.
 - a. Commissioner Young asked for a summary of the Digester Farmer meeting, and Ms. Bradley shared with them the concerns that hauling fees were large and limiting some farmers from being able to commit to the project. In addition, she reviewed the status of the Digester need for more cows and a solid commitment from local farms. The commission discussed the possibility of assisting with hauling costs and identified the need to establish more of a financial plan showing the Digester's potential.
 - b. Ms. Bradley asked the Board confirm the Board's desire to continue late season hunting. The commissioners confirmed no changes to apply at this time, thus the same fees and policy for the year are in place, including special cow and duck hunting seasons.
10. Lease Orders
 - a. Farm Power Northwest Update
 - i. A recent approach to Ms. Bradley indicated that Farm Power Northwest will come next year. They better understand our fees and annual requirements, but currently do not have permits in order to finalize a lease for easements at this time.
 - b. Terry Spath – Hangar A-3
 - c. Kees Polman – Hangar B-11
 - d. James Reiff – Shed Row, Bldg. #61, Storage
 - e. Multiple Storage Leases (IP-10-24 to IP-10-89)
 - i. **ACTION: Commissioner Dove entertained a motion to approve new lease order requests. Commissioner Young moved the motion for lease order approval. Commissioner Fischer seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
11. Communications

- a. POTB Christmas party for Commissioners, employees and all families Friday, December 17, 2010
- b. Next Regular Port Meeting January 25, 2010 at 6:00 p.m.
- c. Friday meetings for December will be announced the Wednesday before, and resume in January as needed.
 - i. Commissioner Baertlein requested confirmation that Board members are only paid for one meeting occurring on a day, whether or not there are several meetings in a calendar date. Ms. Bradley reviewed with the Board this policy and confirmed one paid meeting per calendar date.

12. Public Comment

- a. Gus Meyer requested information on firearm training occurring on the Port, as he had heard of gunfire reports. Ms. Bradley shared with him that Tillamook County Sherriff's department does have permission to train on the property in designated areas.

13. Commissioner Comments

- a. There were no additional comments.

14. Commissioner Dove adjourned the Regular Board meeting at 7:36 PM