



MINUTES APPROVED 1/25/11
OF A SPECIAL BOARD MEETING
OF THE PORT OF TILLAMOOK BAY
BOARD OF COMMISSIONERS

FRIDAY, DECEMBER 10, 2010
AT 10:00 A.M.
HELD AT THE PORT'S MAIN OFFICES
4000 BLIMP BLVD
TILLAMOOK, OREGON

1. Commissioner Dove called the meeting to order at 10:00 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: Erin Dietrich (Tillamook Headlight Herald)
 - d. Public: Gus Meyer; Harold Webber; Tom Jayred; Butch Parker (Director, Tillamook County Community Development).
3. Public Comment
 - a. No public comment at this time
4. Discussion and Consideration of Amended Inadvertent Discovery Plan (IDP)
 - a. Mr. Palter provided an overview of the changes and adjustments. The IDP now includes the addition of Advisory Council of Historic Preservation (ACHP) involvement and contact information for the Confederate Tribes of Grand Ronde; in addition to current phone numbers on the local contacts in the event of an inadvertent action occurring.
 - b. **ACTION: Commissioner Ficher moved to accept the Amended Inadvertent Discovery Plan (IDP). Commissioner Baertlein seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
5. Discussion and Consideration of Resolution 2010-2011 #12 Establishing Water and Sewer Connection Fees
 - a. **ACTION: Commissioner Young moved to accept the POTB Resolution 2010-2011 #12 Establishing Water and Sewer Connection Fees. Commissioner Ficher seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**

6. Discussion and Consideration of Owner's Representative Proposals Received and whether to Schedule Interviews for Owner's Representative **OR** Selection of Contractor for Owner's Representative
 - a. Ms. Bradley reviewed the options that the Board had in their decision making process. The Board discussed the process and review involved in the proposals, and came to the conclusion that based on the staff and committee analysis they would not require interviews. With the exception of Commissioner Beveridge who abstained from opinion and decisions due to inability to fully review information provided, the Commissioners voted via ballot of top two choices for their selection and choice.
 - b. Ms. Bradley received the ballots and read them for everyone. Three of the voting ballots named DAY CPM as their number one choice and the fourth ballot listed JJ Henri as top choice. As second place, three ballots listed JJ Henri as second choice, with the fourth ballot listing DAY CPM as second choice.
 - c. **ACTION: Commissioner Dove entertained a motion to designate DAY CPM as the highest ranked proposer for this project and JJ Henri as the second. Commissioner Young moved to designate DAY CPM as the highest with JJ Henri as the second choice. Commissioner Ficher seconded the motion. There was no further discussion. The Motion was carried by vote of all Commissioners present (4-0, 1 abstain)**
 - d. **Commissioner Young moved to direct staff to proceed with the notice to intent to award, Commissioner Ficher seconded. There was no further discussion. The Motion was carried by vote of all Commissioners present (4-0, 1 abstain)**
7. Commissioner Dove recessed to Executive Session under ORS at 10:40 A.M.
 - a. Executive Session began at 10:46 A.M.
 - b. Executive Session ended at 12:01 P.M.
8. Commissioner Dove returned the Board to the Special Meeting 12:04 P.M.
9. Additional Business
 - a. There was no additional business.
10. Public comments
 - a. There was no public comment.
11. Commissioner Comments
 - a. There were no Commissioner comments.
12. Commissioner Dove adjourned the meeting at 12:05 P.M.