



APPROVED MINUTES (11/16/2010)

OF THE PORT OF TILLAMOOK BAY BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING HELD ON TUESDAY, OCTOBER 19, 2010 AT 6:00 P.M.

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

1. Call to Order
 - a. Commissioner Dove called the meeting to order at 6:02 PM.
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); John Lewis (Roadmaster)
 - c. Media: Samantha Swindler – Tillamook Headlight Herald
 - d. Public: John Medina (FEMA); Barbara Gimlin (FEMA); Carolyn Decker (Realtor); Alene Allen (Private Citizen); Gus Meyer (Private Citizen); Meryln Miles (Private Citizen); Lois Lopez (FEMA)
3. Public Comment
 - a. There was no public comment.
4. Consent Agenda
 - a. Port Financial Report
 - i. Ms. Bradley reviewed the financials with the Board members and verified their needs for reporting. The Board shared consensus on liking the summary form in addition to the support documents provided.
 - b. Railroad Financial Report
 - i. Ms. Bradley reviewed the financials, answered questions and restated intent to create a budget resolution regarding railroad financials.
 - c. Minutes from 9/1/10, 9/21/10 and 10/8/10
 - i. No feedback received for changes. No comments identified
 - ii. **Commissioner Young moved to approve the Port of Tillamook Bay Board meeting minutes from September 1, 2010, September 21, 2010 and October 8, 2010. The motion was seconded by Commissioner Beveridge. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
5. FEMA Alternate Projects Update
 - a. Monthly Report
 - i. No comment on reports
 - b. Open House Follow Up

- i. Ms. Bradley provided the Board an overview of the Open House that occurred on October 18, 2010. As desired by the Board, Ms. Bradley invited Barbara Gimlin, FEMA Region X, to present regarding the historical value of the Proposed FEMA Projects.
- ii. Ms. Gimlin provided the Board an overview of the National Historic Preservation Act and how the process of identifying, preserving and administering the laws are being met by POTB.
- iii. Ms. Gimlin introduced Lois Lopez, FEMA Region X, who then presented the background in identifying the FEMA Projects progress. Ms. Lopez shared with the Board how this process has been completed and commended POTB on a transparent planning and development of a project management system, where the SHPO, FEMA and OEM have been able to coordinate effectively as a team.
- iv. Commissioner Dove thanked and appreciated the invited guest and Ms. Bradley affirmed how grateful POTB is for their support and assistance.
- c. Bond Sale
 - i. Ms. Bradley shared an update regarding the 2011 Bond Sales affecting the current projects, providing an overview of her conversations with Senator Johnson and State Treasurer Wheeler in maintaining the status of the POTB 2nd Bond Sale in Spring 2011.

6. Railroad Division Reports

- a. ODOT Rail Inspection
 - i. Commissioner Dove requested John Lewis, POTB Roadmaster to speak on the recent ODOT inspection. Mr. Lewis detailed an overview of the inspection needs, outlined his plan of action for compliance and shared with the Board his needs to complete.
- b. Update on Banks-Sellers Realignment Project
 - i. Mr. Lewis, Ms. Bradley and Mr. Palter provided the Board updates regarding Banks-Sellers Project, indicating that actions had been taken to address signage, warranty needs, and contract payment overages.

7. FEMA Update

- a. Rehabilitation Project Scope Update and Discussion
 - 1. Staff had provided the Board with LRS Architect's recommendations, staff recommendations and photos of the projects for rehabilitation projects.
 - 2. The POTB Board overviewed the Rehabilitation projects, and indicated their desire to go through the document as a group. Mr. Palter requested a Board consensus on each project and then a motion to approve so that POTB could then move forward with staff recommendations, to get the cost estimate and scope from LRS Architects. The Board agreed that it would do so.
 - 3. **Rehabilitation Project Scope Update:**
 - a. **Project ID: 2.1 Administration Building**
 - i. There was a full consensus from the Board to agree with all staff recommendations.
 - b. **Project ID: 2.2 Airport T-Hangar Building**
 - i. There was a full consensus from the Board to agree with all staff recommendations.
 - c. **Project ID: 2.4 Building 11 Warehouse B**
 - i. There was a full consensus from the Board to agree with all staff recommendations.
 - d. **Project ID: 2.5 Building 12 Service Master**
 - i. There was a full consensus from the Board to agree with all staff recommendations.

- e. **Project ID: Building 18 Stimson Lumber**
 - i. The Board requested that this project check code requirements and get a cost estimate based on that requirement.
 - ii. With the above noted, there was a full consensus from the Board to agree with all staff recommendations
- f. **Project ID: Building 19 Main Offices**
 - i. There was a full consensus from the Board to agree with all staff recommendations.
- g. **Project ID: 2.8 Building 59 Warehouse A**
 - i. There was a full consensus from the Board to agree with all staff recommendations.

Commissioner Dove called for a recess 8:06 PM

Commissioner Dove called the Board back in session at 8:14 PM

- h. **Project ID: 2.9 1-AKA 66 Headquarters Building**
 - i. The Board recommends that POTB have LRS complete a cost estimate of the whole building and then work with staff recommendations regarding project goals.
 - ii. With the above noted, there was a full consensus from the Board to agree with all staff recommendations
- i. **Project ID: 2.10 Building 69 Custom Cabinets.**
 - i. There was a full consensus from the Board to agree with all staff recommendations.
- j. **Project ID: 2.13 Industrial Complex Buildings**
 - a. There was a full consensus from the Board to agree with all staff recommendations.
- k. **Project ID: 7 Hangar B Improvements**
 - b. There was a full consensus from the Board to agree with all staff recommendations.
- b. **Commissioner Young moved to approve the Rehabilitation Project Scope Staff Recommendations. The motion was seconded by Commissioner Baertlein. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
 - i. Tentative Rehabilitation Project Scope Cost Estimate Meeting scheduled for either October 27, 2010 at 3:00 PM or October 28, 2010 at 9:00 AM
 - ii. Mr. Palter requested to be excused, and the Board agreed.

8. General Business

- a. Discussion of Board Policies
 - 1. The Board has tabled this discussion until the next Regularly Scheduled Board Meeting in November.
- b. Front Entrance Design
 - 1. Ms. Bradley provided a brief background and update regarding the POTB entrance design with further details to come.
- c. 100 Year Anniversary Planning/2011 Tillamook County Fair
 - 1. The Board has tabled this discussion until the next Regularly Scheduled Board Meeting in November.
- d. Auction Update
 - 1. Ms. Bradley provided the Board the results from the September 22, 2010 Auction.
- e. Current/New Loan Updates
 - 1. Ms. Bradley provided the Board an updated loan overview.
 - 2. Ms. Bradley the shared that she had received news regarding her process regarding the Equipment loan requests where POTB has received five quotes. She shared that in her discussion with OBDD, that Melanie

Olson, the Regional Coordinator has invited POTB to apply for a “Special Public Works Fund” Grant. Ms. Bradley shared that she would have a resolution for the Board members at the next meeting.

- f. Discussion of “Hook Up” fee for water and sewer services from adjacent land owners
 - 1. After brief background and information regarding the current ‘hook up’ fees in place by Ms. Bradley, the Commissioner Young recommended a connection fee of \$2,000 for water and \$2,000 for sewer. There was a full consensus from the Board to agree with the recommendation. Ms. Bradley indicated that a resolution will be created and legal advice taken with the final action to come to the Board in a Regular Session.
- g. Audit Report
 - 1. After a full review of the 08-09 Audit report, Commissioner Baertlein shared with the Board his opinion that this audit showed positive and progressive changes in the POTB fiscal management, and that the deficiencies noted in the audit were not uncommon, as the POTB has not tracked assets therefore shown depreciation on assets which is a GASB requirement.
- h. Employee Holiday
 - 1. Ms. Bradley requested input from the Board on Holiday planning for the POTB staff, and the Board reiterated its recommendation from last year that Ms. Bradley utilize her judgments in a cost effective method to celebrate with the staff and their families.
- i. Update on Tillamook Lightwave
 - 1. Commissioner Young shared with the Board that Tillamook Lightwave is almost totally finished with upgrades, and that he is attending a conference October 21-22, 2010 in Hood River.

9. Airport Report

- a. TPA Newsletter
 - i. Ms. Bradley noted that the current newsletter was provided to the Board.
- b. FAA-AIP Update 2012 (Runway Overlay)
 - i. Ms. Bradley provided an update regarding the AIP Runway Overlay project progress.

10. Communications

- a. Tentative Board Special Board Meeting: Wednesday, November 3 at 2:00 p.m. has been tentatively moved to either October 27 or 28 as noted in section 7b.
- b. Next Regular Port Meeting: November 16, 2010 at 6:00 p.m.

11. Public Comment

- a. Ms. Bradley shared with the Board an email received regarding Eco-Proteins as an FYI for Board members.

12. Commissioner Comments

- a. Commissioner Beveridge requested information on what the POTB can or cannot provide in signage at the junction of Hwy 101 and Long Prairie Road. Ms. Gitchel will work with Ms. Bradley to provide the Board with an update on ODOT regulations and the POTB stance on such signage.

13. The Port of Tillamook Bay Regular Board Meeting was adjourned at 9:29 PM by Commissioner Dove.