



## MINUTES APPROVED 1/25/11

OF THE PORT OF TILLAMOOK BAY

BOARD OF COMMISSIONERS

SPECIAL MEETING

HELD ON

THURSDAY, DECEMBER 30, 2010 AT 10:00 A.M.

Located at

Port of Tillamook Bay

4000 Blimp Boulevard

Tillamook, Oregon 97141

1. Commission Dove called the Special Meeting to Order at 10:03 A.M.
2. Recognition of Persons Present;
  - a. Commissioners: Jerry Dove (President); Jim Young (Vice President) *via telephone*; John Ficher (Secretary); and Bill Baertlein (Treasurer); (Absent: Georgine Beveridge).
  - b. Staff: Michele Bradley (General Manager); Karin Gitchel (Office Administrator); Aaron Palter (Project Coordinator); George Devore (Digester Operator); Eric Hellwig (Maintenance/Digester)
  - c. Media: Erin Dietrich (Tillamook Headlight Herald)
  - d. Public: Mike Day (Day CPM); Eric Eckfield (Day CPM); Joshua Dodson (Day CPM); Michael Jones (LRS Architects); Gus Meyer (Private Citizen); Butch Parker (Director, Tillamook County Community Development).
3. Public Comment
  - a. There was no public comment at this time.
4. Discussion and Consideration of Contract with DAY CPM Services for Owner's Representative and Project Management Services
  - a. Ms. Bradley introduced the Owner's Representative team and invited Mr. Dodson and Mr. Day to share an overview of the considered contract with the Board. Day CPM described the initiation phase of 60 days, in a single contract allowing a time period to assess all Alternate Projects and to develop a master schedule and timeline prior to finalizing a contract for the remaining time period of the Alternate Projects completion. Mr. Day identified the dollars involved and the goals of developing a team through organizational structure in addition to completing the master schedule and timeline.
  - b. **ACTION: The Board moved to approve the Personal Services Contract with DAY CPM Services for Owner's Representative and Project Management Services and for General Manager to sign this contract and subsequent contracts. The motion was moved by**

**Commissioner Ficher. Commissioner Baertlein seconded the motion. There was no further discussion. The motion was approved by a 4-0 vote (those in attendance and on phone).**

5. Discussion and Consideration of FEMA Alternate Projects (3.2 - Warehouse Business Park and 3.1 - Port Shops) through Design Development Phase – DAY CPM
  - a. Ms. Bradley introduced Mr. Eckfield as the lead project manager on-site from Day CPM and Mr. Jones from LRS Architects and directed them to provide an overview of the Alternate Project process in regards to Project 3.1 & 3.2.
  - b. 3.2 - Warehouse Business Park
    - i. Mr. Eckfield distributed current project designs for the Board to review, as Mr. Jones provided an overview of the recent changes. After a meeting with TPUD the team moved the buildings 35 feet to meet the standards TPUD had provided. Mr. Day provided input to Board describing that this move in effect will provide a cost effective measure. The relocation has reduced costs in retaining walls and other build issues that would be in place had they remained in original spot. There were no additional comments or questions from the Board.
  - c. 3.1 - Port Shops
    - i. Mr. Jones directed the Board through the drawings and described the status of this project. Commissioner Dove inquired about the pit for the maintenance team and Mr. Eckfield showed them on the drawings location and cost. The Board was provided the costs. The Board questioned the costs and what alternatives were available, and Mr. Day provided an overview of the OSHA requirements and mechanical codes that drive the design of a pit. After much discussion from the Board, **the consensus of the board is to move the pit from the current design location in the storage area to the main shop bays, requested that the storage area might need to then be reduced by one bay to reduce costs of reconfiguration in design.**
6. Discussion of Digester Operation and FEMA Alternate Project
  - a. After a brief overview of the Farmer’s meeting where Ms. Bradley shared that the Farmer involved would like more assistance with hauling and would be interested in signing commitment letters if that were in place, Ms. Bradley provided an update on the current running conditions of the Digester and where the FEMA Alternate Project was in consideration of the current needs. Ms. Bradley invited Mr. Devore and Mr. Hellwig to share with the Board the status of the engines, why the digester was unable to take all the scheduled loads and an overview of the current product being made.
  - b. Mr. Devore discussed the engine malfunctions and needs for machinery and specified that because the Digester is not creating enough heat to produce methane, they simply cannot take all the loads the famers need delivered.
  - c. The Board heard ideas from both Mr. Devore and Mr. Hellwig regarding what was needed to establish the engines to full order and allowed Mr. Day and Mr. Jones to identify some ideas for investigating some temporary engines until the FEMA Alternate Projects could be finalized.
  - d. The Board agreed to allow Ms. Bradley to change engineers if needed, after assessment of the current conditions. Commissioner Young participating via phone reiterated that there is a need to get another engine as soon as possible as this project was important to the Port.
7. Commissioner Dove recessed to Executive Session under ORS192.660 (2)(e.) at 11:47 A.M.
  - a. Executive Session began at 12:04 P.M.
  - b. Executive Session ended at 12:50 P.M.
8. Commissioner Dove returned the Board to the Special Meeting 12:54 P.M.

9. Additional Business

a. New Lease Documents for the Port

- i. Ms. Bradley shared that the Port and their lawyers have been working on a new set of leases, updating older terms and providing financial clauses that allow us to recover the expenses that have not traditionally been included in Port leases. Items such as common areas, roads, landscaping, and miscellaneous other commercial lease terms.

10. Commissioner Comments

- a. Commissioner Young asked about our current marketing plans for properties that we have recently procured or available to lease. Ms. Bradley shared that Ms. Gitchel and the Industrial Park team are working to develop a plan of flyers, advertising and a marketing plan to the Board at an upcoming Board meeting. She also noted that the Port website has a link to available properties; with photos and that notices are posted on the Port Facebook fan page regularly. Ms. Gitchel shared that once the Master Schedule for FEMA Alternative Projects are in place, the new lease structure and a marketing plan will be rolled out for an active marketing of our available properties.

11. Commissioner Dove adjourned the Special Meeting at 1:09 P.M.