



**APPROVED 12/14/2010**  
**OF THE REGULAR BOARD MEETING**  
**OF THE PORT OF TILLAMOOK BAY**  
**BOARD OF COMMISSIONERS**

TUESDAY, NOVEMBER 16, 2010  
AT 6:00 P.M.  
HELD AT THE PORT'S MAIN OFFICES  
4000 BLIMP BOULEVARD,  
TILLAMOOK, OREGON

1. Commissioner Dove called the 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)
  - c. Media: Samantha Swindler (Headlight Herald)
  - d. Public: Gus Meyer (Private Citizen); Alene Allen (Private Citizen); Tom Jayred (Private Citizen)
3. Public Comment
  - a. There was no public comment.
4. Discussion and Consideration of Resolution 2010-2011 #8 to Adopt a Supplemental Budget for FY 10-11 Due to Fiscal Impact of Additional Grant Funding
  - a. **Commissioner Dove entertained the motion of Resolution 2010-2011 #8. Commissioner Beveridge moved to Adopt Resolution 2010-2011 #8 a Supplemental Budget for FY 10-11 Due to Fiscal Impact of Additional Grant Funding. Commissioner Ficher seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
2. Consent Agenda
  - a. Port Financial Report
    - i. The Board reviewed the October 2010 financials for the Port. In clarifying a process, the Port staff has provided a colored summary of the month, in addition to the detailed reports for the Board's use. Ms. Bradley provided the Board with details occurring on the Aged Receivables and Payables, summarized the journal entries for write-offs and discussed the Grants Receivables function for reimbursements for the Alternate Projects.
  - b. Railroad Financial Report
    - i. The Board reviewed the October 2010 financials for the Port. Ms. Bradley provided overview of the details and current status of income and debt.
  - c. Minutes from 10/19/10, 10/28/10 and 11/5/10

- d. **Commissioner Dove entertained the motion to approve the consent agenda and minutes. Commissioner Young moved to accept the Consent Agenda and Board minutes from 10/19/10, 10/28/10 and 11/5/10. Commissioner Baertlein seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**

3. FEMA Alternate Projects Update

- a. Monthly Report
  - i. Ms. Bradley shared that this report covers recent meetings that were held with Board members attending and reviewed the November 9, 2010 workshop with representatives from FEMA, State Historic Preservation Office (SHPO), Advisory Council on Historic Preservation (ACHP), Siletz Tribes, Peter Meijer Architects, LRS Architects and Port staff to set guidelines and protocols.
- b. Draft Programmatic Agreement
  - i. Ms. Bradley provided an overview of the Programmatic Agreement purpose and background, updating the Board on the status of submission and approval. The Port hopes to see this finalized by the end of the year.
- c. Rehabilitation and New Project Scope Update and Discussion
  - i. In brief, Ms. Bradley shared that a new meeting with LRS Architects is being held on November 17 to finalize the cost estimates involved in the Alternate Projects. The Port is working on an updated project scope and intends to finalize this within the week.
  - ii. Ms. Bradley also shared that the Request for Proposals (RFP) for the Owner's Representative has been published on ORPIN and various media sites. Ms. Bradley asked for clarification on what they wanted to see in proposals, and the Board identified that they would like a committee to review submitted proposals and then provide the Board with no more than 5 top proposals to review.

4. General Business

- a. 100 Year Anniversary Planning/2011 Tillamook County Fair
  - i. After discussion, it was decided that a committee be developed to organize the functions of the 100 Year Anniversary and 2011 Events of an August Open House, attendance at the Tillamook County Fair, and participation in the June Dairy Parade.
  - ii. This committee will meet beginning in 2011 and coordinated by Ms. Gitchel. Commissioner Baertlein, Commissioner Beveridge and Commissioner Dove all indicated interest in being on the committee.
- b. 2010 Guide for Public Officials from the Government Ethics Commission
  - i. The Board members were provided a copy of the 2010 SDAO Guide for Public Officials from the Government Ethics Commission. Ms. Bradley will ask SDAO for a simplified key points document so that the Board is aware of any changes.
- c. Discussion of "Hook Up" fee for water and sewer services from adjacent land owners
  - i. An update from Ms. Bradley on the process of identifying the Port's legality of this fee with the Port's lawyers. Ms. Bradley will provide the board with the final input and a draft resolution when complete.
- d. Consideration of Surplus Vehicle – Water Tank Truck
  - i. Due to a lack of necessary information on this project, Ms. Bradley tabled this item for discussion until more information was received.
- e. Update on Tillamook Lightwave
  - i. Commissioner Young shared that after a few months of tight cash management, with a new tenant in place it appears that they are now ready to move forward. Work is scheduled in Pacific City for final touches to the site and as per the Memorandum of

Understanding Tillamook Lightwave would like to share the cable with the school district. The MOU is currently still waiting with Port for finalization.

5. Railroad Division Reports

- a. Discussion and Consideration of Memorandum of Understanding Regarding the Roy Creek Culvert and Habitat Restoration Project between Multiple Parties
- b. **Commissioner Dove entertained a motion to approve Memorandum of Understanding Regarding the Roy Creek Culvert and Habitat Restoration Project between Multiple Parties. Commissioner Young moved to accept Memorandum of Understanding Regarding the Roy Creek Culvert and Habitat Restoration Project between Multiple Parties. Commissioner Baertlein seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
- c. Update on railroad operations/negotiations
  - i. The Board identified a need to meet for a Railroad specific special meeting and scheduled this for November 30 at 10:00 A.M
  - ii. Also upcoming OTRA Board meeting to be held on December 14 at 10:00 AM.

6. Airport Report

- a. The Tillamook Pilots Association Newsletter was shared with the Board.

7. Leases

- a. Farm Power Northwest
  - i. Ms. Bradley shared that Farm Power Northwest is interested in leasing easements along the railroad on properties near their manure digester project scheduled to roll out in the next few years.
  - ii. After some discussion, Commissioner Dove suggested that we consider leasing, but require that the lease is prepaid annually with appropriate increases in place. Commissioner Young suggested that the Port look into easement lease fees to verify if they are current and updated prior to establishing this lease.

8. Communications

- a. Special Board Meeting: November 30 at 10:00 A.M.
- b. Special Board Meeting: December 10 at 10:00 A.M.
- c. Next Regular Port Meeting: **December 14, 2010** at 6:00 P.M. **\*Note:** this meeting has been changed from the original date of 12/21/10\*

9. Public Comment

- a. Gus Meyer asked what the Port financial fiscal year is. Ms. Bradley answered that the Port follows a July 1 to June 30 fiscal calendar.

10. Commissioner Comments

- a. Commission Beveridge asked for clarification on where matching funds for the FEMA dollars can come from for ideas such as build to suit (PRIVATE COMPANY ONLY) projects. Ms. Bradley shared that it is our understanding that the Port welcomes any business interested and willing to provide a 25% match to contact her for further discussions.
- b. Commissioner Dove requested an update on the Near Space Corporation partnership with regards to their participation in the new projects pending. Ms. Bradley updated him that negotiations were still pending.
- c. Commissioner Ficher asked if anyone had heard from Compost Inc. about buying that business. He stated that he had been posed a question about whether the Port might be interested. As no one had heard, it was decided that some further follow up would be needed as they have a loan and we would have to look into our legal options if they abandon.

11. Commissioner Dove adjourned the meeting at 7:33 P.M.