



**MINUTES APPROVED 10/19/2010  
OF THE  
BOARD OF COMMISSIONERS  
SPECIAL MEETING**

**HELD ON**

**Tuesday, September 1, 2010  
3:00 p.m.**

**AT**

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

**1. Call to Order**

Board President Jerry Dove called the meeting to order at 3:00 p.m.

**2. Recognition of Persons Present; Public Comment**

Commissioners: Jerry Dove (President); Jim Young (Vice President); John Ficher (Secretary); Bill Baertlein (Treasurer); and Georgine Beveridge.

Staff: Michele Bradley (General Manager).

Public: Butch Parker

Media: Samantha Swindler – Tillamook Headlight Herald.

Butch Parker discussed an upcoming event at the Air Museum. He said that Tillamook County issued a special events permit for this.

### **3. Discussion and consideration resolution 2010-2011 #4 (Action)**

Ms. Bradley said this Resolution represents the line of credit the Port has applied for through TLC and reflects the parameters approved by Board at its last meeting. It establishes a line of credit of One Million Three Hundred Thousand (\$1,300,000) Dollars for the Port's use as interim financing for the Alternate Projects, and will be used initially to acquire property within the Port's Industrial park complex from the Tillamook School District #9. The Port has obtained the proper appraisals for the acquisition. The administration building, once acquired, will be used as collateral for the line of credit.

**Commissioner Dove said he would entertain a Motion to approve the Resolution. Commissioner Baertlein advanced the Motion. Commissioner Young seconded the Motion. There was no discussion. The Motion was carried by a unanimous vote of all Commissioners present (5-0).**

### **4. Discussion and Consideration of Port of Tillamook Bay A/E Campus Wide Project – Contract with LRS Architects (action)**

Commissioner Dove said the item has been postponed. He asked Ms. Bradley to provide an update to the Board on the status of the contract negotiations with LRS Architects.

Ms. Bradley discussed the continuing contract negotiations with LRS Architects. Counsel has suggested the use of an AIA contract; and the Port has discussed its non-negotiable items with LRS Architects to its satisfaction. Service fees continue to be negotiated. The original fee proposal was too high and did not reflect the terms of the original RFP. This is being corrected.

Commissioner Dove discussed his concerns with FEMA's requirements for spending their money.

There was a discussion of the scope of work for the projects. Ms. Bradley said various project elements may impose seismic requirements. Mr. Parker responded this is unknown at this point.

Ms. Bradley said there has been a lot of back and forth to determine what exactly is needed for the project elements. The Port is getting into the evaluation and schematic design phases to discover the cost estimate for construction and to determine how projects will proceed.

The Port will have to look at hiring a construction management person or resident engineer to assist it with the projects as they move forward.

Legal counsel has approved the contract. There will be a future meeting to approve the contract.

Commissioner Young clarified this process will work under the original RFP process. Ms. Bradley said this has been confirmed.

### **5. Discussion and Consideration of Contract with Moss Adams regarding Accounting Services for FEMA Alternate Projects with SMC funding (Action)**

Ms. Bradley discussed the process of using a portion of Oregon Emergency management's State Management Costs (SMC) to provide accounting services related to the Port's alternate projects. A

software purchase will accompany this contract for the Port's use. The Board and Ms. Bradley discussed the contract terms. Standard rates are being used. Ms. Bradley said counsel has reviewed the contract.

**Commissioner Dove said he would entertain a Motion to approve the Contract. Commissioner Ficher advanced the Motion. Commissioner Beveridge seconded the Motion. There was no discussion. The Motion was carried by a unanimous vote of all Commissioners present (5-0).**

#### **6. Industrial Park Roads Quitclaim Easement Deed – discussion**

Ms. Bradley discussed the deed being necessary for the roads project. She discussed the process of Tillamook County transferring the roads to the Port. She discussed her feelings of the roads and the Port's ownership if the project does not proceed. Commissioner Dove said he felt the present Tillamook County Board of Commissioners would take them back if the project did not go forward.

Following Board discussion, there was consensus to proceed with the project.

There was Board discussion on the current status of the alternate projects and how the approval process works moving forward.

#### **7. Additional Business (if any)**

None.

#### **8. Public Comment**

Butch Parker discussed some of the recent comments regarding the Port's roads and their history.

#### **9. Commissioner Comments**

None.

Ms. Bradley said the Board should look to calendar a meeting to approve the A/E design contract. The Board discussed potential dates. A tentative date of September 7, 2010 at 3:00 p.m. was discussed.

Ms. Bradley thanked Commissioner Baertlein for his recent work on financial matters related to the Port.

Commissioner Dove asked if the Port was recruiting any office staff. Ms. Bradley said she interviewed someone this morning to replace the outgoing Office Administrator.

#### **10. Adjournment**

The meeting was adjourned at the hour of 3:47 p.m.