



APPROVED 4/19/2016

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

ALSO SITTING AS THE LOCAL CONTRACT REVIEW BOARD

TUESDAY, MARCH 22, 2016, 6:00 P.M.

**POTB MAIN OFFICES – CONFERENCE ROOM
4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order: Com. Young @ 6:00 p.m.
Recognition of Persons Present: Commissioners Jim Young; John Lewis; Carolyn Decker; and Bob Olsen. Jim Mulder absent
Port Staff: General Manager Michele Bradley; Pami Boomer; Phyllis Rice; Margaret Amick Paul Levesque, Co-Project Manager and Aaron Palter, Project Coordinator for the Southern Flow Corridor Landowner Preferred Alternative Construction Project
James McMullen - VP, Mike Weitman and Randy Richardsen – Tillamook Gun Club
Tilda Jones – TBHEID; Tim Maynard – TPA; Heather Taksdal – Zwald Transport; Derrick Josi – Wilsonview Dairy; Richard Obrist – Fairview Acres Dairy; David Yamamoto; Gus Meyer
2. Public Comment for Items not on Agenda: None
3. Discussion: Tillamook Gun Club – Jim McMullen reported to the Board that the current lease @ \$50 per month is invalid since the Gun Club's Board never approved the revision to the original lease @ \$1 per year in perpetuity. He stated that even though the original lease was a verbal one that it still stands because the proper procedures were not followed by the officers of the Gun Club at the time the revised lease was signed. Com. Lewis recommended to table the issue in order to review the written leases and obtain legal advice.

At 6:20 p.m. Com. Young recessed the Regular Meeting in order for the Board to sit as a Local Contract Review Board.

NOW SITTING AS THE LOCAL CONTRACT REVIEW BOARD

4. Discussion and Consideration of Issuing a Notice of Intent to Award Contract to the Lowest Responsible Bidder for the Southern Flow Corridor Landowner Preferred Alternative Construction Project / Aaron Palter, Project Coordinator and Paul Levesque, Co-Project Manager reported on both bids submitted and verified that both contractors were qualified. Paul Levesque stated that the low bidder can be protested up to seven days from signing the Notice as the low bidder did not have all the requested documents in the bid packet at close. However, he produced the equipment list and schedule within a couple of hours. The Board has the authority to accept the low bid

regardless. There was some discussion about the \$2M difference between the bids. **Com. Olsen moved to issue a Notice of Intent to Award the Contract to the Lowest Bidder. Com. Lewis seconded, motion passed (4-0), Com. Mulder absent.**

4.5 Discussion and Consideration of Authorizing General Manager to Enter into Negotiations for Architect and Engineering Services for Tillamook Municipal Airport – Michele Bradley, General Manager – **After some discussion, Com. Olsen moved to accept JViation for the Architect and Engineering Services for the Tillamook Municipal Airport and to Authorize General Manager Michele Bradley to negotiate their Services. Com. Decker seconded, motion passed (4-0), Com. Mulder absent.**

At 6:53 p.m. Com. Young called the Regular Meeting back to Order.

NOW SITTING AS THE PORT BOARD OF COMMISSIONERS

5. Consent Agenda
 - a. Prior Meeting Minutes – Special Meeting January 27, 2016; Special Meeting February 10, 2016 and Regular Meeting February 16, 2016.
 - b. Lease Order #16-03 Near Space Corporation, Hangar #32 for temporary storage; Month to Month with 3% annual increase.
Com. Lewis moved to accept the Consent Agenda. Com. Decker seconded, motion passed (4-0), Com. Mulder absent.
6. Discussion of February 2016 Financials – Pami Boomer, Office Administrator summarized the report she printed for the Board. She reported that the structural problems at the Near Space buildings are being addressed by LRS under the warranty. She applied to receive the Biomass Credits early (April 21?) but the amount is lowered by doing so. The Digester needed an oil change in March. Engine maintenance is due in April and TCCA paid for it so POTB can get on the schedule. Pami requested the Board to schedule a Budget Workshop and it was agreed to have it at the First Thursday Meeting on April 7, 2016.
 - a. Update on Tillamook Air Museum – Phyllis Rice, Director submitted a report showing attendance for 2015 divided into categories by admission price with totals for the year. A \$.50 rate increase went into effect on March 1, 2016 with \$.25 of that going to the Port road fund. The Kid's Play Area is generating income and they are working out any glitches they have had with the Event Rentals (heating, acoustics). Ms. Rice has applied for a grant to help with Marketing costs.
7. Discussion and consideration of Renewal of NCS Contract for Digester Fiber Purchases
Com. Olsen moved to deny Renewal of NCS Contract for Digester Fiber Purchases. Com. Decker seconded, motion passed (4-0), Com. Mulder absent.
8. Committee Reports
 - a. Tillamook Lightwave – Jim Young reported that a contract is still not locked in with either of the companies to connect to the fiber optic cable with them having concerns regarding the risk to the infrastructure from Tsunamis. They will be given one more month before being charged.

- b. Salmonberry Trail – Commissioner Mulder was absent so Michele Bradley gave an update. Progress is still being made. The letter to the Surface Transportation Board is being reviewed and should be sent soon.

9. Manager's Report

- a. DEQ Letter Regarding the POTB Wood Waste Landfill, Solid Waste Disposal Permit No. 1132 Interim Closure Plan. DEQ permit has been approved and Stimson Lumber will do the work.
- b. Columbia – Pacific Economic Development District 2015 Annual Report
- c. TLT Update – TLT revenues exceeded estimates
- d. February POTB Safety Committee Minutes – No accidents
- e. Thank you notes from Tillamook High School Charity Drive students
- f. Update on Property Sales – the sale to Braxling is expected to close April 5, 2016

10. Communications

- i. Next First Thursday Meeting – Thursday, April 7, 2016 at 12:30 p.m. – Budget Workshop and Southen Flow Corridor Contract
- ii. Next Regular Meeting - April 19, 2016 at 6:00 p.m. **(confirm quorum)**

11. Commissioner Comments – Com. Olsen asked about the possibility of using volunteer labor to package fiber in bags to sell locally.

12. Adjournment: Com. Young @ 8:00 p.m.