



APPROVED 8/26/14

**BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
TUESDAY, JULY 22, 2014**

1. Call to order at 6:00 p.m.
Recognition of Persons Present - Commissioners - John Lewis; Carolyn Decker; Jim Young; Bob Olsen; Jack Mulder via telephone.
Staff - Michele Bradley; Pami Boomer; Josh Balmer
Day CPM - Eric Eckfield
Carbon Solutions NW – Alex Schay
Tillamook County - Paul Levesque
City of Garibaldi - John O'Leary; Blake Letttenmaier
Berkshire-Hathaway - Val Schumann
Headlight Herald - Blayne Shaeffer
Farm Power NW – Steve Smith
Public - Alene Allen
2. Discussion and Consideration of Resolution FY 2014-2015 #1 – Business Matter Resolution **(Action)** and Appointment of Liaison Assignments - Ms. Bradley gave a brief overview of Resolution FY 2014-2015 # 1. Commissioner Young moved to retain the current Board Slate. There was a Board consensus to remain the same. There was a general discussion on the resolution. **Commissioner Decker moved to approve Resolution FY 2014-2015 # 1. Commissioner Olsen seconded the motion. No discussion. Motion passed (5-0).**
3. Presentation, Discussion and Consideration of the Memorial Park at the Officer's Mess Hall Facility / Carol and John Elms **(Action)** - John and Carol Elms gave an update on a proposed memorial park at the Officers Mess Hall. A general discussion was held with the outcome being a motion. **Commissioner Decker moved to approve the memorial park as presented. Commissioner Lewis seconded the motion. Discussion held, Commissioner Olsen asked about the westerly boundary. The boundary would not extend beyond the edge of the building by five feet. Motion was amended to include five feet beyond the western edge of the building. Motion passed (5-0).**

Commissioner Olsen asked why we have two names for the Mess Hall. Ms. Bradley indicated that it was purchased from the School District as the Administration Building, so it is a legal description. Commissioner Olsen asked again about asking DEQ for temporary permission to accept substrates while the permit is redone. Ms. Bradley and Mr. Schay indicated that DEQ has been recently asked twice in the last 9 months and the answer was no, because of the newer permitting process and the current status of the Port's permit. Commissioner Young wanted to make sure we were pushing hard to get the new permit to include substrates.

4. Consent Agenda **(Action)** - Ms. Boomer gave a brief overview of the presented financial reports. Highlighting items that are in the process of being approved and will be entered into the year-end report. She is scheduling time with the Port's Accountant to help with the closing of the fiscal year and to help prep for the next audit. Commissioner Lewis pointed out that we are \$2.2 million dollars in the hole. \$1 million of that in the digester. Ms. Bradley indicated that because of the projects our financials will not reflect properly until the projects are closed. Commissioners Lewis and Olsen will be scheduling time with Ms. Boomer to sit down and go over the financials. **Commissioner Young moved to approve the consent agenda. Commissioner Decker seconded the motion. No further discussion. Motion passed (5-0).**
5. FEMA Alternate Projects
 - a. Monthly Update / Eric Eckfield, Day CPM Services – Owner's Representative - Mr. Eckfield gave an overview of materials handed out at the meeting. He also went over the current and future FEMA Alternate Projects (Port Shops; Officers Mess Hall roof; Warehouses A&B; Greenhouses; Digester) a general discussion followed highlighting each project.
 - b. Update on Oregon Solutions Southern Flow Corridor Landowner Preferred Alternative Project / Paul Levesque, Tillamook County Chief of Staff - Mr. Paul Levesque gave a brief overview of the Oregon Solutions Southern Flow Corridor. A sample plan has been developed to and sent to DEQ to determine soil contamination at the old veneer mill sites.
6. Update on Port's Marketing Plan / Valerie Schumann - Berkshire-Hathaway - Executive session started at 7:08 p.m. and ended at 7:32 p.m. Commissioner Mulder was excused from the meeting.

6.1 ADD: Update on Digester Project – Examination of Additional

Revenue Sources / Alex Schay - Carbon Solutions Northwest - Mr. Schay gave a brief history of his services for the Port. He gave an update on Ron Alexander's progress on marketing the fiber from the Digester. He highlighted that Mr. Alexander believes that the Port would get \$10 a yard excluding hauling cost. He presented a short video of a company called NCS that has another option for fiber at the digester. Recessed at 7:58 p.m. and resumed at 8:02 p.m. Mr. Schay went over the benefits to looking into the NCS system. Scots will not purchase fiber that's has been mixed with substrates. Mr. Schay's main point was to make sure the Port did due diligence and make an informative decision on how and if the Port wants to market fiber. Board consensus was reached for Mr. Schay to do research and get back to Michele before the next regular meeting.

Mr. Steve Smith from Farm Power Northwest commented that the Port would do irreparable harm to their business. They do not feel that there is enough business for the digesters in the county, other than theirs to run substrates.

7. Discussion and Consideration of Modification Agreement with TLC Federal Credit Union of Account to Extend Business Line of Credit Date **(Action)** - Ms. Bradley gave a brief history of the line of credit at TLC. There is a need to extend out the date to account for the sale of the sale of 3.5 miles of railroad to pay the line of credit off. **Commissioner Olsen moved to approve the business Line of Credit 141. Commissioner Decker seconded the motion. No discussion. Motion passed (4-0-1 Commissioner Mulder absent).**

8. Discussion and Consideration of Courtesy Car Use Agreement for Tillamook Airport **(Action)** - Ms. Bradley gave an update on the proposed courtesy car at the Tillamook Airport. The vehicle would be licensed and insured by the Port and the TPA will maintain the car. **Commissioner Decker moved to approve the agreement as presented. Commissioner Lewis seconded the motion. No discussion. Motion passed (3-1-1 Commissioner Olsen voting no and Commissioner Mulder absent).**

9. Manager's Report

- Ms. Bradley gave an update on her attending the NW Economic Development Course. There would be a need to move the regular meeting. The regular meeting will be moved to August 26th with legal counsel.
- HVAC issues at the airport have been fixed.
- Ms. Bradley gave an update on the managers review process. She asked the Board for direction on how to proceed with the manager's review. Consensus was reached to use the form in the packet and set a date for the review in September.
- Eagle Scout projects
- Rare working on the master plan.

10. Lease Orders **(Action)** - Ms. Bradley gave an overview of the lease orders as presented in the packet. Discussion was held on the Tillamook County lease. **Commissioner Olsen moved to accept the lease orders (14-10, 14-11, 14-12, 14-13.) as presented include changes to the Tillamook County lease. Commissioner Decker seconded the motion. No discussion. (4-0-1 Commissioner Mulder absent).**

11. Communications

- i. Next Regular Meeting: 7/26/2014, 6:00 pm
- ii. Workshop with SDAO: 09/04/2014, 12:30 pm

12. Commissioner Comments - None

13. Adjournment at 9:06 p.m.