



APPROVED 12/17/13

**BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
TUESDAY, NOVEMBER 19, 2013**

1. Call to order at 6 p.m.
Recognition of Persons Present – Commissioners – Jim Young; Bob Olsen;
Carolyn Decker; Jack Mulder; John Lewis
Staff – Michele Bradley; Robert Miller; Pami Boomer; Josh Balmer
Bryan Fitzsimmons CPA- Milt Johnson; Kathie Gordon-Brooks
CHS Feed Mill – Kyle Hoskins
HH – Joe Wrabeck
Public – Georgine Beveridge; Gus Meyer
2. Public Comment - None
3. Invited Guest – Kyle Hoskins / CHS Feed Mill – Mr. Kyle Hoskins of the CHS Feed Mill located at the Port's Industrial Park presented a document to the Board asking them to consider the Feed Mill as a lower use sewer user instead of an industrial user. A discussion was held with the outcome being the Board did not want to make an exception to our rates, But that CHS and POTB would look at other options to address CHS' needs.

4. Discussion and Consideration of an Intergovernmental Agreement with the City of Tillamook Related to Its Previous Proposal on a Request for a Perpetual Easement along a Port's Railroad Adjacent to Goodspeed Park in Tillamook, Oregon for the City's US101 & OR6 Multimodal Crosstown Connections Project (Tillamook) - Ms. Bradley gave an overview of the IGA with the City of Tillamook for a trail along the railroad right of way. **Commissioner Mulder moved to approve the IGA with the City of Tillamook for a trail from Houquarton Slough to Goodspeed Park with spelling corrections to section 4.1. Commissioner Olsen seconded the motion. Discussion – Commissioner Olsen asked about liability for any injuries along the right of way. Ms. Bradley indicated that it was covered under our Railroad Insurance policy. Motion passed (5-0).**
5. Discussion and Questions with Port Accountant on Financial Statements for October 2013 / Milt Johnson; Bryan Fitzsimmons, CPA (**Action**) – Mr. Johnson and Mrs. Gordon-Brooks went over what services they were providing for the Port and what the Board would like the financials to look like. Commissioner Mulder asked and offered to provide a PowerPoint with trending details to staff and Kathie. **Commissioner Decker moved to approve the financials. Commissioner Mulder seconded the motion. No Discussion. Motion passed (5-0).**
6. FEMA Alternate Projects
 - a. Monthly Update (Eric Eckfield, Day CPM Services – Owner's Representative) – Mr. Eckfield gave a brief overview of the current FEMA Alternate Projects and an overview of materials handed out. Mr. Eckfield also presented a staff supported solution to balance the budget overage on the remaining projects by removing several projects from the active list. **Commissioner Olsen moved to accept the staffs balance overage solutions. Commissioner Decker seconded the motion. No discussion. Motion passed (5-0).**
 - b. OEM Letter Dated 08-30-2013 – Ms. Bradley gave a brief overview of the letter from OEM to the Port showing an overpayment of about \$80,000.00 to the Port.
7. Executive Session per ORS 192.660 (2)(e) to discuss Real Property Transactions – Session began at 8:40 p.m. and ended at 9:20 p.m.
8. Lease Orders – **Commissioner Lewis moved to approve 13-17 American Blimp Co., LLC. Commissioner Decker seconded the motion. No discussion. Motion passed (5-0).**

9. Manager's Report

- a. Annual SDAO Insurance Review – Ms. Bradley gave a brief update on the SDAO visit; which shows decreased premiums due to fewer claims and more staff training.
- b. FAA 2014-2018 State Capital Improvement Plan – Ms. Bradley updated the board on the status of the STIP and Layout plans.
- c. Legal Counsel Update – Mr. Jeff Bennett will be retiring at the end of 2013 and Mr. John Hickey will replace him as the Port's Legal Counsel.
- d. Salmonberry Project Update – Ms. Bradley update the Board on the upcoming meetings in Tillamook on 12/3/13 and Banks on 12/4/13.
- e. Connect Oregon 5 Application Update – Port will support City of Garibaldi's COIV applications for the waterline to Barview.
- f. Marketing Update – The Port is waiting for an invitation from OBDD to apply for the Port Planning and Marketing Grant.

10. Consent Agenda **(Action) – Commissioner Mulder moved to approve the minutes as presented. Commissioner Decker seconded the motion. No discussion. Motion passed (5-0).**

11. Communications

- a. Next Special Meeting: 12/5/2013
- b. Next Regular Meeting: 12/17/2013
- c. Closed November 28th and 29th

12. Commissioner Comments – Commissioner Olsen expressed that for the cost of the new FBO, the airport attendant should be dressed in a more appropriate manner. Ms. Bradley informed him that uniforms would be purchased.

13. Adjournment at 9:21 p.m.