



## APPROVED MINUTES (11-16-10)

### SPECIAL MEETING OF THE PORT OF TILLAMOOK BAY BOARD OF COMMISSIONERS

THURSDAY, OCTOBER 28, 2010 AT 9:00 A.M.  
AT THE PORT'S MAIN OFFICES  
4000 BLIMP BOULEVARD  
TILLAMOOK, OREGON

1. Commissioner Dove called the Port of Tillamook Bay Board to Order at 9:02 a.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); Joshua Balmer (Operations Manager) Karin Gitchel (Office Administrator); Aaron Palter (Project Coordinator)
  - c. Media: None in attendance
  - d. Public: Gus Meyer (Private Citizen), Butch Parker (Tillamook County), Mike Day (DAY CPM Services), Joshua Dodson (DAY CPM Services).
3. Public Comment: There was none.
4. Discussion and Consideration of Port of Tillamook Bay Application for Grant Funding from Business Oregon - IFA (Infrastructure Finance Authority) for Special Public Works Fund (SPWF) Matching Funds for FEMA Capital Equipment Purchase; Authorization for Board Chair to sign Application
  - a. **ACTION: Commissioner Young moved to accept the motion of Port of Tillamook Bay Application for Grant Funding from Business Oregon - IFA (Infrastructure Finance Authority) for Special Public Works Fund (SPWF) Matching Funds for FEMA Capital Equipment Purchase. Commissioner Ficher seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
5. Presentation: DAY CPM – Comprehensive Management Services
  - a. The Port Commissioners heard a presentation provided by Joshua Dodson and Mike Day of DAY CPM Services regarding an overview of what Owner's Representative Services encompass. Their presentation provided the Board with what aspects to look for, what types of services can be utilized and shared their recent experiences and expertise as examples of what Owner's Representative services can provide.
  - b. **ACTION: Commissioner Dove entertained a motion to instruct staff to proceed with going out to Request for Proposal (RFP) with the intent to hire a project management team. Commissioner Baertlein so moved. Commissioner Young seconded the motion. Discussion: Commissioner Dove questioned whether we really needed an RFP. Ms. Bradley indicated that it would be the best interest of the Board to do so and that a review committee would also be set up based on the criteria needed. The Motion was carried by unanimous vote of all Commissioners present (5-0).**

6. Board Review: Site Plans Provided by LRS Architects for FEMA Alternate Projects (New Construction Activities)
  - a. Mr. Palter provided the Board members with site plans from LRS Architects for the FEMA Alternate Projects (NEW Construction). The Board was provided site plans via paper and viewed them on the screen, identifying each of the projects and their desired outcomes. Mr. Palter reviewed their direction and moved the information on to LRS Architects for updates.
7. Discussion of Scheduling Weekly Special Meeting
  - a. After a brief discussion of needs and timelines, the Board decided by consensus that meeting on a weekly basis would prove to be more effective. The weekly Special Meeting was set for every Friday at 10:00 a.m., unless there were no items for agenda.
8. Additional Business
  - a. There was no additional business to discuss.
9. Public Comment
  - a. There was no public comment at this time.
10. Commissioner Comments
  - a. There was no commissioner comment at this time.
11. Commissioner Dove Adjourned the Special Meeting 11:44 a.m.