



APPROVED 12/14/2010
OF A SPECIAL BOARD MEETING
OF THE PORT OF TILLAMOOK BAY
BOARD OF COMMISSIONERS

FRIDAY, NOVEMBER 26, 2010
AT 10:00 A.M.
HELD AT THE PORT'S MAIN OFFICES
4000 BLIMP BOULEVARD,
TILLAMOOK, OREGON

1. Commissioner Dove called the meeting to order at 10:02 A.M.
2. Recognition of Persons Present
 - a. Commissioners: Jerry Dove (President); Jim Young (Vice President); John Ficher (Secretary); and Georgine Beveridge (*Not in Attendance unable to call in: Bill Baertlein (Treasurer)*)
 - b. Staff: Michele Bradley (General Manager); Karin Gitchel (Office Administrator); Aaron Palter (Project Coordinator)
 - c. Media: Samantha Swindler (Headlight Herald)
 - d. Public: Gus Meyer (Private Citizen)
3. Public Comment
 - a. There was no public comment.
4. Consideration of Resolution FY 10-11 #9 – Accepting Grant Funds from Business Oregon (OBDD) as Match to FEMA Alternate Project for Capital Equipment Purchase and for Board President to sign.
 - a. Ms. Bradley described the grant process and what was necessary for funding the equipment purchases. Commissioner Young asked whether there was some flexibility in getting quotes and then changing them. Ms. Bradley stated there was flexibility in this process and that we would work closely on the process.
 - b. **Commissioner Young made a motion to approve the Resolution FY 10-11 #9 – Accepting Grant Funds from Business Oregon (OBDD) as Match to FEMA Alternate Project for Capital Equipment Purchase. The motion was seconded by Commissioner Ficher. The Motion was carried by unanimous vote of all Commissioners present (4-0).**
5. Discussion of FEMA Alternate Project Costs (Action)
 - c. Ms. Bradley updated the board on the purpose of the meeting. She shared that the goal for the meeting was to go over the cost estimates provided by LRS Architects and identify what the Board wants to finalize regarding the FEMA Alternate Projects rehabilitation and new build projects. She shared that where we are in the process is critical to the next steps, that any decision made regarding design and changes will affect the process from now on.
 - d. Commissioner Dove stated for the record that he wished that the Owner's Representative was already on board prior to going over the cost estimates and making these decisions.

- e. Commissioner Beveridge queried about what she thought were high costs involved in the bathroom renovations which evolved into a discussion regarding the flexibility of cost estimates and an understanding that these costs include estimate for materials, work and prevailing wages.
- f. Commissioner Dove specifically reiterated that the public should be made aware that due to the requirements of State Historic Preservation Office (SHPO), American Disabilities Act, and other County or Government requirements that the Board will be required to follow; there will be additional costs and some decisions that we might have not gone with, but are required to with these monies.
- g. Discussion on the Headquarters (HQ) Building:
 - i. Commissioner Young asked about replacing the siding with a special milled wood, considering there might be a need for work in the wood industry. Mr. Palter described the process from SHPO, and stated that by replacing the siding with new siding would remove the historical value, and SHPO would prefer the Port preserve the integrity of the siding and not replace what is still good. Ms. Bradley shared the difference between the rehabilitation and the refurbishing, which makes a difference in the projects scheduled for repair.
 - ii. It was noted by Ms. Bradley, that Commissioner Baertlein had texted her and asked her to share that he felt that the Port administration office should be moved to the HQ building after upgrading the first floor.
 - iii. Commissioner Dove asked the board to discuss and make a decision on whether the Port office should be moved to the HQ building. Commissioner Ficher and Commissioner Young agreed. The decision became a consensus of the Board in attendance. The Board consensus is that the headquarters building should be refurbished and that the Port offices should be located there. Commissioner Dove identified the need to make this building a great asset to the Port and that because of the buildings historical significance the Port should make this a nice building to come and see.
 - iv. Ms. Bradley asked that the board make a decision on the windows for each building as part of the general consensus in approving the cost estimates. The Board stated that they preferred to have energy efficient windows, and then replace in-kind if necessary as needed.
 - v. **It was the general consensus of the board to accept the cost estimates on this project with the noted adjustments above.**
- h. 2.1 Administration Building:
 - i. Commissioner Dove suggested that we should do a publicity event regarding this purchase and support of the community. Ms. Bradley state that she would look into this possibility and work on setting something up.
 - ii. Commissioner Beveridge noticed that there were several line items that do not total up to other items. Mr. Palter clarified that the line items not detailed are the ones that the Board asked LRS to remove and not include. LRS kept these items on the spreadsheet to show cost, but these are not included in the final cost estimates.
 - iii. Commissioner Dove wondered if it was possible to have a co-ed bathroom ADA compliant at the front entrance to add only one additional bathroom. Mr. Palter agreed to pass that on to LRS. In addition, the Board agreed that there should be a new HVAC put in, not just a repair to the existing boiler.
 - iv. **It was the general consensus of the board to accept the cost estimates on this project with the noted adjustments above.**
- i. 2.4 Warehouse B

- i. The Board would like to refurbish windows and replace as necessary, and to ask LRS to provided cost estimate to build stubs for restrooms to the different tenant buildings, and if the tenants are interested a restroom can be installed in time.
 - ii. **It was the general consensus of the board to accept the cost estimates on this project with the noted adjustments.**
- j. 2.5 Building 12
 - i. The Board has asked that the outside attached bathroom be demolished, and identified that there is no need to replace at this time.
 - ii. **It was the general consensus of the board to accept the cost estimates on this project with the noted adjustments above.**
- k. 2.6 Stimson Lumber
 - i. The Board asked staff to discuss with tenant about a 25% match regarding any interior work that might be needed.
 - ii. **It was the general consensus of the board to accept the cost estimates on this project with the noted adjustments above.**
- l. 2.7 Main Offices
 - i. The Board would like to reduce the cost of the parking lot, and get an estimate of the back roads parking area.
 - ii. In regards to the bathrooms, the Board would like to see plans for a centralized bathroom system near the front doors, and creating necessary access to all parts of the building.
 - iii. **It was the general consensus of the board to accept the cost estimates on this project with the noted adjustments above.**
- m. 2.8 Warehouse A
 - i. Ask the current tenant if they are interested in providing a match of 25% for further interior repairs and if so, work on negotiating a long term lease.
 - ii. **It was the general consensus of the board to accept the cost estimates on this project with the noted adjustments above.**

Commissioner Dove recessed at 1:14 P.M.

Commissioner Dove brought the board back in session at 1:17 P.M.

- n. Hangar B
 - i. It was identified by the board that all repairs and maintenance to Hangar B provide safety first. In considering that, repair as necessary and verify whether the doors need to be opened. After discussion on the current condition of the Hangar, as provided by Mr. Palter and his recent discussion with LRS, the board would like to look at the warranty of the company that was supposed to repair those doors, to see what action is available for these not being completed.
 - ii. In looking at the new cost estimates, the Board agreed that the repair to the roof is priority, thus working to preserve the historical value. In addition, it was identified that there was a need to make the box beam safe. Mr. Palter agreed to take these suggestions to LRS for new cost estimation.
 - iii. **It was the general consensus of the board to make the box beam safe and the roof painting, and clarified that the purpose of the repairs is not to have the doors open.**

Commissioner Dove recessed the Board at 1:50 P.M. for Executive Session.

Commissioner Dove brought the Board back in session at 2:08 P.M.

Commissioner Ficher was excused due to prior commitments

- o. 3.1 FBO

- iii. **There were no changes to the FBO, as we are still waiting for additional cost estimates.**
 - p. 3.2 Industrial Warehouse Business Park
 - i. The Port is finalizing the purchase of this land parcel and Ms. Bradley will provide updates as needed.
 - ii. **LRS has been given the go ahead regarding the cost estimates previously approved by the Board and no action is required from this Board at this time.**
 - q. 3.3 Shops
 - i. **Some internal changes are still required to design specifications, thus no action is required from this Board at this time**
 - r. Project 9:
 - iii. Ms. Bradley shared with the Board an update regarding the potential partnership with TBCC not being a viable option due to their current needs for school and partnership with OSU.
 - iv. In addition, the Near Space Corporation negotiations have not yet provided a confirmed contract.
 - s. **Commission Dove entertained the motion to accept the agreed upon consensus of each of the Alternate Projects. Commissioner Beveridge so moved. Commissioner Young seconded the motion. The Motion was carried by unanimous vote of all Commissioners present (3-0).**
- 6. Commissioner Young queried where we were on the roads development project. Mr. Palter confirmed to the Board that there would be a Request for Proposal (RFP) on this project within two weeks. Commissioner Young again brought up whether this could be done locally and through the county projects. Ms. Bradley shared that she had spoken with county and that they were currently understaffed and unable to do this, but there might be options to work with them in the future. Commissioner Dove reiterated the need to utilize the local workforce.
- 7. Discussion of Amended Inadvertent Discovery Plan
 - a. This item was tabled until further information is gathered.
- 8. Discussion of Line of Credit at Sterling Bank
 - a. Consensus to try to increase the line of credit from TLC, and if not then they suggest moving the Railroad Checking to Sterling Bank.
- 9. Additional Business (if any)
 - a. Manager's Review
 - v. Scheduled 2010 evaluation was provided. This will be discussed at the December 2010 meeting.
 - b. US Bank Account
 - vi. The designated Board members were asked to update their signatures for our banking records.
 - c. Staff Christmas Party Funding - Commissioners are willing to donate one meeting in November and December to assist in covering the costs of this event.
- 10. Public Comment
 - a. Mr. Meyer shared in regards to Near Space, that the Port should look in to the security requirements and their long term contracts.
 - b. Mr. Meyer read the quote from Mark Labhart's editorial in the Headlight Herald stating in general that these projects should be an "economic growth for the whole community".
- 11. Commissioner Comments
 - a. There were none at this time.
- 12. Commissioner Dove adjourned the Special Board meeting at 3:47 P.M.