



APPROVED 09-21-10

**MINUTES
OF THE
BOARD OF COMMISSIONERS
SPECIAL MEETING**

HELD ON

**Tuesday, September 7, 2010
3:00 p.m.**

AT

**Port of Tillamook Bay
4000 Blimp Boulevard
Tillamook, Oregon**

1. Call to Order

Board President Jerry Dove called the meeting to order at 3:00 p.m.

2. Recognition of Persons Present; Public Comment

Commissioners: Jerry Dove (President); Jim Young (Vice President); John Ficher (Secretary); Bill Baertlein (Treasurer); and Georgine Beveridge.

Staff: Michele Bradley (General Manager); Richard "Dick" Jones (Chief Mechanical Officer); and Aaron Palter (Project Coordinator).

Media: Samantha Swindler – Tillamook Headlight Herald.

There was no public comment.

3. Discussion and Consideration of Port of Tillamook Bay A/E Campus Wide Project – Contract with LRS Architects (Action)

Ms. Bradley discussed the recent draft contract changes following last week's special meeting; and she presented the Board with the final version for the Board's approval. She said she is comfortable with the contract as presented and what the Port is being offered. She said that Port Counsel has approved the contract. Once the Board approves the contract, it will be packaged by Port Counsel and presented for signature. She said the Board should choose whether to have the Board sign the contract or it can direct her to sign on behalf of the Port.

Ms. Bradley discussed various elements of the contract, saying that LRS will perform an initial evaluation of the proposed improvements and its recommendations moving forward. The Port will then review each recommendation and can then decide how to proceed with each project. Project tasks will be assigned as contract amendments.

The Board reviewed and discussed the final contract and exhibits along with other elements of the FEMA Alternate Project process, including preliminary budgets, historic district eligibility and its affect on the FEMA monies, the Programmatic Agreement being developed by the State Historic Preservation Office (SHPO) to be used as the guide for the projects and how the Port can apply federal dollars to the areas within the Port.

The Board discussed how to go about hiring a construction project manager during this process. The Port has no in-house staff capable to do this work. Commissioner Dove stressed the need to hire a qualified individual to ensure the Port gets what it needs during the process.

The Board then discussed scheduling extra meetings to review the projects as they move along. The Board set a special meeting for Friday, October 8, 2010 at 3:00 p.m.

The Board briefly discussed their thoughts of how to execute the Contract. There was a Board consensus the General Manager should be the signer of the contract and future amendments.

Commissioner Dove said he would entertain a Motion that the Port Board has reviewed the Contract for A/E Design Services with LRS Architects for the Campus Wide Project, that the Board approves the Contract as written, and further that the Board directs General Manager Michele Bradley to sign the Contract and any Amendments on behalf of the Port of Tillamook Bay, and that the attorney be directed to finalize the Contract documents for signature by Ms. Bradley. The Motion was advanced by Commissioner Young, seconded by Commissioner Ficher. There was no discussion on the Motion. The Motion was carried by a unanimous vote of all commissioners present (5-0).

4. Additional Business (if any)

None.

5. Public Comment

There was no public comment.

6. Commissioner Comments

None.

7. Adjournment

The meeting was adjourned at the hour of 3:33 p.m.

The meeting was re-opened at the hour of 3:40 p.m. by Commissioner Dove.

Commissioner Dove said he was re-opening the meeting based on the Board's overhearing Ms. Bradley bringing Ms. Swindler up to speed on the Port's FEMA projects; and the Board wanted to ask more questions.

The Board asked about the status and ability to spend the alternate project monies at this time. Ms. Bradley responded discussing the various projects worksheets which have been approved by FEMA at this time. She confirmed the Port can undertake multiple projects at once using these funds.

A brief discussion was held regarding the status of the roads project. The County Commission will be discussing tomorrow a deed transferring the roads to the Port's ownership, for this project to proceed.

A brief discussion was held regarding the timing of reimbursement. Ms. Bradley discussed her experience with reimbursements with the Board.

Commissioner Young questioned where the Port would get the match funds for purchasing equipment. Ms. Bradley responded the Port may have to take out a loan for this purpose or finance certain purchases.

There being no further business, the meeting was adjourned at the hour of 3:48 p.m.

These Minutes were recorded and reduced to typewritten form by Aaron Palter, Project Coordinator.