

**PORT OF GARIBALDI  
MINUTES OF MEETING  
OCTOBER 21, 2009**

**OPEN REGULAR MEETING**

The **regular meeting** of the Port of Garibaldi was held in the Port of Garibaldi Conference Room and was called to order at 6:59 p.m. by President Folkema.

Commissioners present: Valerie Folkema, Mary Sause,  
John Luquette, Bob Browning

Commissioner vacant: Steve McGrath

Staff present: Kevin Greenwood, Chris Miller, Jessi Lothman  
Visitors: Paul Daniels, Melanie Olson, Butch Parker, Mick Buell, Linda Buell, Christine Buell, Rob Trost, and Roberta Bettis

**MINUTES OF PREVIOUS MEETING**

Minutes of the **previous meeting of September 2, 2009 regular meeting** were reviewed. Motion by Sause, seconded by Browning, to approve minutes of previous meeting. Motion carried 4 - 0.

**FINANCIAL REPORT**

Motion by Sause, second by Browning, to approve the August and September 2009 financial reports and payment of bills. Motion carried 4 - 0. Commissioner Folkema made comment that the way that the financials are set up are helpful in moving toward a new strategic plan.

**PUBLIC CONCERNS**

**Paul Daniels** asked where the current liabilities were on the balance sheet. Daniels also stated his concern regarding the cargo dock. The deterioration of the dock is noticeable, and the pilings are pulling away from the dock. Commissioner Browning asked if the pilings need to be re-wrapped. Commissioner Folkema asked that when David Olson gets back that he look at the cargo dock and come up with a fix.

**Christine Buell** stated that the configuration of the Transient Season Pass is concerning. Commissioner Folkema asked what remedies might be taken. Mrs. Buell suggested a lighter, more flexible rate, possibly a weekly or monthly rate. Commissioner Browning thought that more flexible dates for the season passes may be better for transient

vessels, he also pointed out that the vessel is a local vessel and not necessarily a true transient vessel. Commissioner Folkema stated that the software would be able to do what the staff needs if changes are made to the transient policy. The manager added that Port staff can look at all of the policies and put together a resolution and have it ready for the commission next month. Commissioner Folkema commented that there are ways, through resolution, to reach out and help moorage holders especially during these economic times. In an effort to expedite the Transient Moorage resolution the **November Port Commission meeting has been moved to Wednesday, November 4<sup>th</sup> at 7:00pm.**

Commissioner Folkema brought attention to the thank you letter from **Jonathon Isbell** thanking the Port crew for their help with his capsized boat.

A thank you letter from **Nehalem River Dredging** was also written for the Port staff for the help and use of office space when needed.

## **NEW BUSINESS**

### **DECLARATION OF VACANCY ON PORT COMMISSION**

Commissioner Folkema read McGrath's letter of resignation aloud. McGrath wanted it noted that he suggested Paul Daniels to fill his vacancy, noting that Daniels would be a good fit. Motion by Sause, second by Browning, to declare Steve McGrath's position as vacant. Motion carried 4-0.

### **RESOLUTION ESTABLISHING A POLICY FOR THE FILLING OF VACANT COMMISSION POSITIONS**

Manager proposed adopting a resolution to establish policies for filling commission vacancies. Manager noted that until a vacancy is declared staff is unable to solicit letters of interest. In the case of a large amount of candidates there is an option to have a special meeting. The resolution states that the President of the commission cannot vote except to break a tie between commissioners. The resolution is put together in accordance with state statutes. Commissioner Browning voiced concern with the absence of the president's vote, as the president is usually the most seasoned of the commissioners and has the most input. Manager noted that the vote for candidates must be done in public and the motion to appoint would be an agreement that one candidate had received a plurality of votes not necessarily support for any individual candidate.

Motion by Sause, second by Luquette, to adopt a resolution establishing policies for filling commission vacancies. Motion carried 4-0.

**RESOLUTION AUTHORIZING USE OF THE CURRENT REAL MARKET VALUE (RMV) CERTIFIED BY THE TILLAMOOK COUNTY ASSESSOR AS AN OPTION FOR OBTAINING AN APPRAISAL**

Manager noted that this resolution only defines "appraisal" to include RMV and allows lease holders to obtain an additional appraisal. Motion by Browning, second by Luquette, to adopt a resolution authorizing use of the current real market value certified by the Tillamook County Assessor as an option for obtaining an appraisal. Motion carried 4-0.

**BOAT BASIN EXPANSION - GRANT APPLICATION AND LAND USE CONSULTANT ASSISTANCE**

Manager is applying for a DLCD technical assistance grant to push forward with the boat basin expansion. Suggested hiring Laura Jackson for \$800 to provide land use consulting services on the application. Commissioner Luquette expressed concern in regards to timing; the grant application is due November 1<sup>st</sup> which is only a few days away. Manager shared that there is another grant opportunity coming up in the spring if this grant falls through.

Motion by Sause, second by Luquette, to apply for a DLCD Technical Assistance grant to update the city and county comprehensive plans on behalf of the city and county and to hire Corvid Consulting to write the grant application. Motion carried 4-0

**BOAT BASIN EXPANSION - PUBLIC PRIVATE PARTNERSHIPS (PPPs) WORKSHOP**

President Folkema suggested that a workshop may be in order to define the public/private partnership helping the commissioners feel educated and able to relay to constituents the public/private partnership. Folkema and Greenwood have followed up with David Leland who made a presentation on PPPs at the recent Pacific NW Waterways Conference. Workshop could be scheduled in December.

**SDAO INSURANCE SELF-ASSESSMENT CHECKLIST**

An optional yearly task that SDAO asks the Board to complete, giving the Port a savings of a few hundred dollars. Manager confirmed that the District has extensive personnel policies. Motion by Luquette, second by Sause, to

submit the Board of Directors' self-assessment to SDAO.  
Motion carried 4-0.

## **OLD BUSINESS**

### **RESOLUTION AUTHORIZING FEES, DEPOSITS, AND POLICIES FOR RESIDENTIAL RENTAL AGREEMENTS**

The resolution regarding residential agreements was updated. Manager noted this policy is for all Port-owned residential units. The screening fee was changed. There was no policy in place for deposits or for charging for overages in utilities. Motion by Sause, second by Browning, to adopt an updated resolution authorizing fees, deposits and policies for residential rental agreements. Motion carried 4-0.

### **RESIDENTIAL RENTAL AGREEMENT FOR VACANCY AT 103-A SOUTH SEVENTH STREET - UPSTAIRS APARTMENT**

Motion by Sause, second by Luquette, to adopt the proposed rental agreement form and direct staff to fill the vacancy pursuant to Port policy. Motion carries 4-0.

### **PORT GATEWAY SIGN**

An updated cost was received to remove the wires from Hwy 101 & S. Seventh. The updated plan would be to place a utility pole behind Garibaldi Charters office and 103 S. 7<sup>th</sup> apartment and underground the utility wires. Some will be moved underground by Miami Cove Electric and Dennis Sheldon. Tillamook PUD estimates \$6,300, Miami Cove \$4,000, and Dennis Sheldon \$5,000 to move utility pole and wires. Manager suggested going ahead with the underground utilities since it's clear that the sign has been a top priority of the board for several years. Folkema asked that the manager look to grant money to subsidize the public monies for this project. Browning felt that the project should be done when the whole project is funded. Sause felt that the electrical work may be a good source of "In-Kind" for grant applications. Folkema made comment that the electrical would be a good foundation to start with. Motion by Sause, second by Luquette, to underground utilities to accommodate the future construction of a 20-foot gateway sign on Garibaldi Ave. Motion carried 3-1. Browning voted against the motion.

### **AMBULANCE QUARTERS LEASE EXPIRATION**

Tillamook County General Hospital wants to remove the old quarters and build a new modular facility, incurring costs for building and owning the new building. Manager stated

that this would eliminate the Port's past requirement to maintain a manufactured structure; he's hoping to seek another 10 year lease. President Folkema reminded the commission that they had previously discussed giving a discounted rate to non-profits and governmental agencies as the commission realizes the importance of the ambulance quarters to the community. Motion by Browning, second my Luquette, to consider a new lease with the hospital for the land and garage only. Motion carried 4-0.

## COMMISSIONER CONCERNS

### COMMISSIONER SAUSE

Appreciated the thorough work on the agenda and packet.

### COMMISSIONER BROWNING

Browning asked what could be done to recognize the service of Commissioner McGrath. Manager stated that McGrath will be most likely recognized by a plaque for service, former commissioners have also been given a personalized jacket for their service. The board shared their collective appreciation for McGrath's service to the district.

### COMMISSIONER LUQUETTE

Luquette commended the crew for helping with the capsized vessel and their attentiveness during the Tsunami watch.

### COMMISSIONER FOLKEMA

Folkema met with Mark Labhart, the Corps of Engineers, and Port of Tillamook Bay regarding wind and wave energy being brought to the end of the jetties. Folkema asked that the staff write a letter to the Port of Tillamook Bay encouraging the use of alternative energy.

The North Jetty is now fully funded and the rock will be delivered as soon as next week.

Commissioner Folkema was asked to apply to be appointed to the governor's North Shore committee. Commissioner Folkema is currently waiting to hear about the appointment.

Chinook and Coho runs are looking like they will have good returns next year.

## STAFF REPORTS

**Chris Miller** (for David Olson) noted that there is a new gangway at the end of Commercial St. The crew is currently going through winterization. Last week some wind came through and some boats broke loose. The apartment is ready for rental; it has been painted, countertops have been

replaced, and the carpeting and laminate has been replaced. Piers End is cleaned out and already looks good. If the downstairs is used for a separate business another water heater will be needed. It does need a power wash and some paint.

**Jessi Lothman** (for Betty Thomas) noted that Betty is gone for the rest of the month, her father-in-law passed away and they are taking care of family affairs. Today the Port posted the F/V Tiger for the first time, the co-owner has been arrested. The vessel owes the Port money and the boat is in danger of sinking if there are winter storms. The Port has already had to put a pump on the boat to keep it afloat.

## **MANAGER REPORT**

### **PIERS END**

Pier's End has two people interested in leasing it already; one for a restaurant and one for an art studio. The Port is looking at the 10% lease charge as being the middle of the road for a 10 year lease. At 10% Piers End would lease for \$12,000 per year.

### **BIAK RV PARK**

The Taylor's building permit expired and they've had to re-apply. This time they had the Port look at the plans and usage and the work is back on track.

### **TILLAMOOK BAY BOATHOUSE**

Back on track with the plans and permits for building a catwalk around the building. The catwalk will make for ease of use when the building is being sided. Leaseholder will be making these improvements. After the catwalk is installed the Port can schedule the siding replacement.

### **BAY OCEAN SEAFOOD**

The Port has started the default process again with a 60 day notice. There was a bid to clean up Parcels 5 & 20, a bid for \$7600 to scrap both parcels. Virgil bid \$500 on one of the trucks and won that. Right now the banks are trying to keep the lease alive until they can meet in court, possibly Oct. 23<sup>rd</sup>. The port has the remaining box truck it will try to rehab or sell off.

### **OPPA MEETING**

A press release was just sent from the Corps of Engineers that delivery of the Jetty rock would start October 22<sup>nd</sup>,

2009. The Corps wants to have a ribbon cutting ceremony November 2<sup>nd</sup>, 2009. Commissioner Folkema asked that anyone with any interest, especially past commissioners, should be notified of the time and date of the ribbon cutting ceremony.

**100 YEAR ANNIVERSARY**

Staff has been gathering information and video from Hoy Brothers, Sherry Neuman, Bill Fidler, and the Corps of Engineers to make a 30 minute documentary for the 100<sup>th</sup> Anniversary.

**STERLING SAVINGS**

Sterling has been given a deadline to raise \$300 million dollars of December 15<sup>th</sup>. Ms. Gearing, the local Sterling manager, feels that it will not affect the Port and business will be 'as usual.' Most of the Port's assets are in the Local Government Investment Pool.

**USCG COVERED LIFEBOAT**

The Coast Guard has asked the Port to submit a request to obtain the covered lifeboat. They are able to donate these boats to organizations. Other organizations are given the opportunity as well.

**STATEWIDE PORTS PLAN**

Melanie Olson reminded the Port that the Statewide Port Strategic Planning Open House will be held at the Tillamook County Library Wednesday, October 28<sup>th</sup> from 4:00 p.m. to 6:30 p.m.

**ADJOURNED**

The meeting adjourned at 9:10 p.m.

Respectfully Submitted,

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Valerie S. Folkema, President

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Robert Browning, Secretary/Treasurer