

**Port of Gold Beach
Board of Commissioners
Regular Meeting
Minutes – February 21, 2008**

The meeting was called to order by President Johnson at 7:00 p.m.

Present: Commissioners President Moe Johnson, Vice President Milt Walker,
Secretary: Charles Riddle and Bill McNair.

Absent: Commissioner Clay Dalrymple

Others: Errol Roberts, Port Manager and Jeff Kemp, Accountant

I. Audience comments:

Charlie Casey, Huntley Park manager, introduced Larry Shannon who has been hired as Assistant Park Manager. He reported on the UV water purification system, metal barn, the need to remove the old buildings and that the golf cart is working out well. Also stated that reservations are coming in. A typed report will be furnished by Charlie. President Johnson commented that he was out at the Park and it is looking very nice and all cleaned up.

Jeff of Norcal Seafood presented an informal request to lease the fish hoist derrick as there are concerns about liability/insurance issues to the Port. He proposed that NorCal would like to lease it and would take over the responsibilities and liabilities. The Board agreed that the Port needs to look at all options and if leasing would be profitable for the Port.

Jim Freedman stated that the boats and trailers may be a problem during the fishing season with the compound barricades and suggested a round-a-bout be put in. He estimated the area to be about 93 feet 6 inches.

Harry and Wendy Able of Able Insurance reported on the insurance issues they had looked into. The high deductible was discussed and ways to get this amount lowered over a period of time. Harry was asked by Commissioner Walker if there is a plan to get the deductible reduced with SDAO. SDAO will need a report within 90 days on those issues. The docks are a concern and that the docks are unstable and need to be repaired. Port will determine if it is financially feasible to do repairs now. The fish hoist derrick is also a liability concern and an inspection needs to be done. A record of maintenance needs to be implemented and proper training done. The large gaps on the access ramps are too wide and should be corrected. The table saw in the shop needs a blade guard. The safe room in the Cannery Building has correct instructions posted. The airport tie-downs policy is employees can not help tie any plane down or help unload as this is a non-operating airport. Since this is not an FBO (Fixed Based Operation) airport can not give a weather report to callers requesting what the weather is like at the Port. Most of the repair and other issues are OSHA requirements.

Judy and Sam Burchett of River Dogs presented their proposal to operate a sandwich stand on Port property and in operation by the 1st of April. A concession vs. tenant lease was discussed. Commissioner Walker proposed that the manager work an agreement with the Burchett's and seconded by Commissioner Riddle. Motion passed. Roberts will get a tenant agreement for one year drawn up with utilities, trash and other charges included.

Susan Brown of EDC presented the Enterprise Zone proposal expansion that will include the old Tamco Mill site. It was learned that the Port would not lose any tax dollars and would eventually benefit from this proposal.

President Johnson motioned and Commissioner Riddle seconded to support the Enterprise Zone Proposal as presented by Susan Brown. The motion was unanimously approved to adopt Resolution 08-04 as a result.

II. Accounts Payable:

There was discussion on the payables and it was approved by consensus of the Board. Roberts is to follow up on the JM Tile & Masonry invoice amount question. Roberts and Johnson discussed the repairs to the Port Hole Café kitchen and restroom floor.

III. Accounts Receivable:

The Receivables were discussed. Commissioner Walker motioned and Commission McNair seconded to approve the two refunds as presented by Roberts. Motion passed.

IV. Financial/Budget Report:

Jeff Kemp reported that property taxes appear to have been paid early and that land lease payments are coming in on a timely basis. Some bills in February will be higher due to the fact that some bills were not received for January and he estimated it would be about \$4000. He is still trying to talk with the Treasurer regarding the tax payment that was deposited into the Hancock account instead of the bank account. There is a positive cash flow and it is above projected.

V. Minutes:

January 17, 2008 regular meeting minutes were approved by consensus.
January 29, 2008 special meeting minutes were approved by consensus.
February 5, 2008 special meeting minutes were approved by consensus.

VI. Old Business:

Resolution 08-02 re: Airport leases – To revise ground lease policy for the Port of Gold Beach. Commissioner McNair motioned to approve this resolution and Commissioner Walker seconded. Commissioner Riddle stated that the Port manager is to sign all documents on the airport after a lease is in place. Resolution unanimously approved.

Resolution 08-03 re: Personnel Policy. To change paragraph 2.6 of the Personnel Policy manual to reflect a new policy of 3 months probation and an extension of probation an additional 3 months if needed for new employees. Commissioner Walker motioned to approve and Commissioner Riddle seconded. Resolution unanimously approved. This proposal was presented by Roberts as a last-minute addendum to the agenda and was actually “New Business.”

Commissioner Riddle reported on a potential tenant for the second floor Cannery Building who would like to move in around March 15. Riddle did some research and feels that a charge of \$1.00 per square foot per month is a reasonable charge and have a fixed charged for utilities, common area, etc. Riddle recommended charging \$1.00 per sq. ft. for a good view space, \$.90 per sq. ft. for next best view space and \$.75 to \$.80 per sq. ft. for other spaces. He said he will make a formal recommendation in about a week on charges for the second floor. There will be a meeting on this to discuss. President Johnson said can combine the meeting to discuss the mission statement at the same time. Commissioner Riddle discussed the proposal for property management and maintenance of restrooms. He suggested we continue to maintain the building and have someone be responsible for renting space. A 10% fee seems reasonable for a property management firm was discussed. Riddle will continue to oversee this.

VII. New Business:

President Johnson discussed the RFP for an attorney. He stated that Special Districts would prefer the Port to have an attorney to help reduce the deductible. There was discussion of the need of having an attorney that will use email would be efficient, do reports quickly and establish a boiler plate lease and take care of employment relations.

The Core Task List was discussed with the paving along the front of the Port building and request for quotes are out. A decision to extend the “No Turn Around” barrier will be put on hold for now. Roberts indicated his concerns of placing a permanent barrier up and would like to pursue a portable one in case it needs to be moved for convenient access to the compound. An estimated quote of \$160,000 was received to replace the roof, eaves, siding, etc. of the Port Shop building. It may not be worth repairing and may be cost effective to erect a new building. This will be a discussion item for the budget committee.

VIII. Manager’s Report:

Roberts reported that FEMA was at the Port regarding the dock damage and levee washout. FEMA funds may be available after any insurance reimbursement. FEMA will only fund restoration of the docks to what they were prior to the storm. He is looking into getting funds to upgrade the docks and this will take some time. Roberts

discussed he is researching fee numbers for use of the fish hoist derrick and boat trailer area fees. Currently the Port of Bandon charges \$50 per month to park boat trailer. Roberts will formulate a policy and fee schedule on this and report back to the Commissioners.

IX: Commissioners comments:

Commissioner McNair discussed the Marine Board grant he has been researching to repair the restrooms.

Commissioner Riddle discussed the AWOS project and that government funds will be available in the spring. He would also like to have an electric gate installed.

President Johnson discussed the programs he attended at the SDAO Conference that he and Commissioner Riddle attended. Both stated that it was a worthwhile conference.

Commissioner Walker discussed the One Stop lease that is still under completion. One-Stop's attorney was to draft a lease to accommodate the current use and issues and has not presented such. Roberts was directed to follow up on this matter.

Due to time constraints the meeting was adjourned at 10:04 p.m.

ATTEST:

_____ DATED _____
Lawrence Johnson, Board President

_____ DATED _____
Charles Riddle, Board Secretary