

**PORT OF GOLD BEACH
BOARD OF COMMISSIONER'S
REGULAR MEETING
August 18, 2016**

PRESENT:

Milt Walker, President
Charles Riddle, Secretary
Mark Lottis, Commissioner
Bill Fowler, Commissioner

ABSENT:

Bill McNair, Vice President

James Clemens, Port Manager

The meeting was called to order at 6:00 pm by Commissioner Milt Walker, Board President. Roll was called and the Pledge of Allegiance was recited.

AUDIENCE COMMENTS: None

HUNTLEY PARK: Shawn Wallace reported that the park has been extremely busy and he has had very few vacancies. The additional campers and visitors to the park have increased the restroom facility usage and speeding vehicles are still a major problem. Problems with the hot water heater and a shower head are being corrected. Clemens will inquire about the removal of a dead fir tree.

SHOP SUPERVISOR: Aaron Duncan stated that the office remodel project was almost completed and he reported the progress on the road striping project. He relayed some issues with parking and illegal camping. The wind and wood rot has created a lot of issues; permanent repairs will be needed soon. He noted that the Sky-trac is still out of operation but the parts have been received. Clemens explained how important the Sky-trac is to the daily operations at the Port.

OLD BUSINESS: Clemens provided the Board with a Marina Dredging update. With the State subsidizing the cost of labor, he believes that the Port will be able to continue dredging the remaining material (approx. 25,000 cubic yards) beginning October 1st. The remaining dredging funds will be used to pay the cost of fuel, the reduced labor rate, and the rental of miscellaneous material needed; pipe, buoys, etc. Clemens offered to provide the predicted cost, for 1 and/or 2 shifts, that can be compared to productivity and he will notify the State that the Port's budgeted costs for dredging cannot exceed \$60,000.

Clemens reported on the recent Small Port's meeting which included a discussion concerning the issues with dredging the Rogue, and the proposed changes to NOAA and National Marine Fisheries Service flood insurance programs.

The new parking at the fish cleaning station is being well used. Out of the five contacted, Tidewater's bid has been the only one received. The Board noted that Clemens has the authority to continue this project and the work will continue after October 1st.

MOTION: To amended Regular Meeting Minutes, June 16, 2016; replacing Lottis with Fowler as the second to the motion to approve. Motion made by Walker, and seconded by Fowler; motion passed by a vote of 4 for, 0 against.

NEW BUSINESS: Concerning the process of approving payables, Clemens reported that Kemp confirmed the current process has been in place for as long as he has been associated with the Port. There was a consensus to call the process a review instead of requesting approval.

Dower and the FedEx user agreements were presented to the Board, noting that the last tenant will be out by November 15, 2016. Clemens will have the building's condition and its best use assessed. In reviewing the Epperson's draft land lease agreement for the Nor'wester restaurant, questions about parking and lot maintenance were addressed. Clemens agreed to correct the lease template, contact the new tenants and in accordance with their needs, provide any necessary parking options. **MOTION: To approve the terms of the Epperson lease, including Exhibit A, with specified changes.** Motion made by Riddle, and seconded by Lottis; motion passed by a vote of 4 for, 0 against.

APPROVAL OF MINUTES:

MOTION: To approve the July 21, 2016 Regular Meeting minutes. Motion made by Walker, and seconded by Fowler; motion passed by a vote of 4 for, 0 against.

MOTION: To approve the July 28, 2016 Special Meeting minutes. Motion made by Walker, and seconded by Riddle; motion passed by a vote of 4 for, 0 against.

ACCOUNTS PAYABLE:

MOTION: To accept accounts payable for July 20, 2016. Motion made by Riddle, and seconded by Fowler; motion passed by a vote of 4 for, 0 against.

MOTION: To accept accounts payable for August 5, 2016 (dated August 8, 2016). Motion made by Riddle and seconded by Walker; motion passed by a vote of 4 for, 0 against.

Clemens reported that charges for the South Jetty Master Design had exceeded his limit.

MOTION: To approve the payment of Crow/Clay & Associates Inc. for the Master Design of the South Jetty. Motion made by Walker, and seconded by Fowler; motion passed by a vote of 4 for, 0 against.

ACCOUNTS RECEIVABLE: Clemens explained the accounts listed on the Aged Receivables report dated August 12, 2016. Lottis noted his concerns with the Pola account; unreliable payments and past-due. Clemens agreed to inquire about the owner's long term intentions for the boat.

FINANCIAL/BUDGET REPORT: Kemp is absent and a report was not received.

MANAGER'S REPORT: Clemens announced that the next Airport Master Planning Advisory Committee meeting will be held on September 15th and will provide Riddle with a draft plan-to-date. He has completed 6 of the aircraft hangar inspections. Oregon Resources Research and Education Center invited Clemens to serve on the Board of Directors. Conflict of interest is a concern and Riddle recommended that Clemens contact SDAO attorneys for their opinion.

Clemens reported that Tony Jackacky has been contracted to repair the damaged exterior wall and siding to the cannery building. The copy/fax machine has failed beyond repair and a new Sharp machine has been acquired. Coos Forest Protection Association has offered to post fire ban signs every 100 feet. This will give the Port the authority to trespass anyone violating the ban. Clemens noted that fuel system management is a concern and the current knowledge is limited and has been passed down. He recommends sending Duncan to a training course, an approximately \$3000 expense. The Oregon Department of Aviation grant becomes active next month and if approved, would be used to replace the fuel tank. Sea Lion Patrol is doing well but due to a back ordered ammunition order, inventory was low and Clemens made the decision to drive to Seattle to obtain the pyro-tech devices from National Marine Fisheries (NOAA). He offered to charge ½ the normal mileage rate on his travel voucher.

COMMISSIONER'S COMMENTS: Fowler stated that the rate for mileage has been set and it also covers maintenance associated with the vehicle.

Riddle distributed information concerning Public Meeting policy. He reminded fellow Commissioners be to be careful of using technology for discussion of Port business. Clemens inquired about the distribution of information through the Manager and Riddle cautioned against requesting or providing responses.

Lottis remarked on the fishing cleaning station and the increased use. Again, parking is an issue and additional signage will be needed.

Walker: None

AUDIENCE COMMENTS: None

MOTION: To adjourn the regular meeting of August 18, 2016 made by Walker, and second by Riddle; motion was passed by a vote of 4 for, and 0 against at 8:20 P.M.