

PORT OF GOLD BEACH  
BOARD OF COMMISSIONER'S  
REGULAR MEETING  
June 18, 2015

PRESENT:

Milt Walker, President  
Bill McNair, Vice President  
Charles Riddle, Secretary

ABSENT:

Mark Harshman, Commissioner  
Mark Lottis, Commissioner

Jeff Kemp, Accountant  
Debbie Collins, Port Manager

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

AUDIENCE COMMENTS:

None

HUNTLEY PARK:

Wallace reported that they have been getting a lot of phone calls from people coming to camp over the summer and that it was looking good. Wallace reported someone stole a picnic table from the river side of a camp spot and that there was already getting to be a shortage of tables since there are some old ones that are slowly falling apart. Collins said that she had checked into tables at Gold Beach Lumber and that the 6ft tables can be purchased for \$150.00 each. Collins explained that she had just purchased fire rings for Huntley Park and that there was no budget left except the Capital Outlay and wanted to make sure the Board agreed with spending from that fund. The Board agreed to get 10 new picnic tables for the park and use the Capital Outlay funds. Later in the meeting Collins asked Wallace to give the Board the results of the DJ being hired. Wallace said it went well however the weekend did clash with Graduation and last weekend of T-Ball and it was not the turnout he hoped for however there were several camps that traveled to camp there because of the DJ and all that attended enjoyed themselves.

OLD BUSINESS:

None

NEW BUSINESS:

**MOTION: To approve Antunes Lease for Suite "F".** Motion made by McNair and seconded by Riddle. Motion passed by a vote of 3 for, 0 against. (Harshman and Lottis did not attend)

**MOTION: To approve Kendall Addendum to Space 102A.** Motion made by Walker and seconded by McNair. Motion passed by a vote of 3 for, 0 against. (Harshman and Lottis did not attend)

Walker opened nominations for election of officers, some discussion was had. Riddle stated he would like to re-nominate the existing Board. There were no other nominations. McNair moved to close nominations and Walker seconded. **MOTION: To have Walker remain as Board President, McNair remain as Vice President and Riddle remain as Secretary.** Motion made by Riddle and seconded by McNair. Motion passed by a vote of 3 for, 0 against. (Harshman and Lottis did not attend)

Board discussion on job descriptions and rate of pay began with Riddle handing out a spread sheet that he developed from information Collins had sent out to the Board. Collins was instructed by the Board to get current pay scales from other ports and distribute. After the Board had time to review it was agreed the pay scale was below the average. Walker reiterated the Board does not set the pay for employees; the Manager was responsible for that. Riddle stated that there was a concern there was not enough funds put in Personnel Services. Accountant Kemp said that the funds can be moved around if there was not enough. Collins then brought up the fact that she was working on pay increases for July 1, 2015 and wondered if the Board wanted to give Laurie Herrera the same increase she was giving other employees. Collins stated that she was giving all employees a \$3.00 per hour increase with the exception of the Shop Supervisor and needed the Board to decide so she could give the new figure to Kemp. **MOTION: To give Laurie Herrera a pay increase from her current \$11.90 per hour to \$15.00 per hour.** Discussion was open; McNair suggested that if her pay rate was going to increase that she have more responsibility along with it. Collins stated that Herrera has a full work load and that the increase was to get the Administrative Secretary's wage in line with the work load she currently has. Walker agreed with Collins stating Herrera has a full plate and needs to be paid accordingly. After some discussion the Board agreed on the increase. Motion made by Walker and seconded by McNair. Motion passed by a vote of 3 for, 0 against. (Harshman and Lottis did not attend) Riddle then brought up the fact that Collins was waiting for a decision on the manager job description and range of salary. The Board decided the job description was fine and McNair stated that he had posted the position on Craig's List with a rate of pay \$37,000 - \$42,000. There was more discussion on the range and it was by Consensus of the Board to post the Manager position at \$37,000 - \$45,000.

Resolution 2015-06; To Adopt the Budget for FY 2015-2016 was read by Walker for the record.

**MOTION: To adopt Resolution 2015-06 for Budget year 2015-2016.** Motion made by Riddle and seconded by McNair. Motion passed by a vote of 3 for, 0 against. (Harshman and Lottis did not attend)

*APPROVAL OF MINUTES:*

**MOTION: To approve the May 21, 2015 minutes.** Motion made by Walker and seconded by Riddle. Motion passed by a vote of 3 for, 0 against. (Harshman and Lottis did not attend)

*ACCOUNTS PAYABLE:*

**MOTION: To approve the May 20, 2015 payables.** Motion made by McNair and seconded by Riddle. Motion passed by a vote of 3 for, 0 against. (Harshman and Lottis did not attend)

**MOTION: To approve the June 5, 2015 payables.** Motion made by McNair and seconded by Walker. Motion passed by a vote of 3 for, 0 against. (Harshman and Lottis did not attend)

*ACCOUNTS RECEIVABLE:*

No Comments

*BUDGET REPORT:*

Kemp went through the budget report with few questions.

*MANAGER'S REPORT:*

Collins gave the Board the information requested at the last meeting on enclosing the remaining storage bays. After giving the cost Collins stated that she didn't think it was a good idea to put doors on the remaining bays since they are only 9½ ft wide now and to put doors on it would take the opening down to 9ft which is not wide enough for most boats. Collins had Napier Construction

price some roofing that was in need of replacing while he was here which would cover two sections of the storage area. The cost for new roofing would be approximately \$30,000. The Board discussed the two different options and decided not to enclose the bays and to have Napier Construction replace the roof on the two sections in the fall. . **MOTION: To approve the spending of \$30,000 for replacing the roofs in the fall with the 2015-2016 Budget.** Motion made by McNair and seconded by Walker. Motion passed by a vote of 3 for, 0 against. (Harshman and Lottis did not attend)

Collins informed the Board that she had registered the Port as a member with PNWA and the cost of the annual membership was \$1,000 not the \$1,500 that was originally thought. Collins reported that at the last meeting Lottis had asked if the Corps was going to put new markers in after the clam shell dredge was completed and that the answer was no, the Coast Guard was responsible for that according to Kate Groth of the Corps. Collins reported on the pump out/dump station progress and that is would be completed next week. Collins told the Board she was applying for an offered extension for the Dredge Permit Grant with OSMB and IFA to September 30, 2015 to hopefully complete the permitting. The Cannery received a new AC/Heat unit for Suite "G & H" which share one unit from Gold Beach Refrigeration who also did the annual inspection while they were there. McNair stated that they would all need to be replaced soon after looking at one of the pieces Collins showed the Board. Lastly Collins stated that she was starting pest service in the compound yard as there had been some rodent activity recently.

*COMMISSIONER'S COMMENTS:*

Riddle had none, McNair asked Collins to give copies of the section in Jim Mauch's lease regarding the land and the condition of its use to all Board for next meeting to go over. Walker's comment was in regard to Commissioners and Tenant's of the Port not go to the employees and to use the proper channel which is to go through the office and the Manager. Commissioners and Tenants of the Port have no authority to tell employees what to do or what they need done, all work goes through the office; Riddle and McNair agreed that is the correct way to have things done.

*AUDIENCE COMMENTS:*

None

*ADJOURN:*

**MOTION to adjourn** made by McNair and seconded by Walker. Motion was passed by a vote of 3 for, and 0 against at 7:40 PM. (Harshman and Lottis did not attend)