

PORT OF GOLD BEACH
BOARD OF COMMISSIONER'S
REGULAR MEETING
November 19, 2015

PRESENT:

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

ABSENT:

Mark Lottis, Commissioner

James Clemens, Port Manager
Jeff Kemp, Accountant

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

AUDIENCE COMMENTS:

None

HUNTLEY PARK:

Shawn Wallace was absent. The latest stump grinding estimate is \$3000 for 10 stumps. The Huntley Park manager suggested waiting.

SHOP SUPERVISOR:

Aaron Duncan reported that the abandoned vehicle at Jim Hunt Bar has been towed. Backflow test at the Port have been performed with no problems. Work is continuing on the Airport segmented circle that marks the mid-field windsock which is now illuminated. The new hoist for the Cannery High Dock has been delivered and will be installed later this winter. Duncan reported that Huntley Park now has a new truck which cost \$4800 plus the cost for new tires. Napier Construction has completed the roof installation on the South storage building this month. Duncan attended the OSMB Clean Marina training at Newport, where he learned that PT lumber is not allowed to be used on docks any longer. Duncan mentioned that the office remodeling project is starting soon. Duncan also reported that the company that the Port hired to remove fish carcasses will no longer be picking them up. The Board and the manager discussed options.

OLD BUSINESS:

Mauch Lease: Clemens mentioned that there had been an Executive Session regarding the problem lease. Clemens reported that the initial letter from the attorney did not include all the items that the Port will require removed. During the previous 24 hours there were two large loads of debris removed. Board President Walker opted to not discuss the financial situation at this time.

Airport Master Consulting Agreement: Clemens announced that the Selection Panel, consisting of McNair, Riddle, and Clemens, had recommended retention of WHPacific as the Airport Master Consultant.

MOTION: To accept the recommendation of the selection panel, to retain WHPacific as the Airport Master Consultant. motion made by McNair seconded by Riddle. Motion passed by a vote

of 4 for, 0 against. Commissioner Riddle added that there were three candidates one of which was far less qualified. The other firm offered no substantial improvement or advantage over WHPacific.

Airport Fuel Tank Inspection: Clemens reported that the original estimate, obtained by the previous manager was still valid. It would cost \$7500 to \$8000 to have M&M Services conduct the inspection. The inspection would provide a basis for future Grant competition. Commissioner Riddle added that we know we have a problem but we don't know the extent of it. Clemens mentioned that the stripping pump pick-up tube has deteriorated making sampling for water very difficult.

MOTION: To approve fuel tank inspection by M&M Services, estimated cost of \$8000, motion made by Riddle seconded by Fowler. Motion passed by a vote of 4 for, 0 against

NEW BUSINESS:

Rosenthal Family Trust: **MOTION: To approve the name change amendment to the Rosenthal Family Trust to Lavonne K. Bradford and Gregory D. Rosenthal,** motion made by McNair seconded by Walker. Motion passed by a vote of 4 for, 0 against

APPROVAL OF MINUTES:

MOTION: To approve the October 15, 2015 minutes, motion made by McNair seconded by Fowler. Motion passed by a vote of 4 for, 0 against

ACCOUNTS PAYABLE:

MOTION: To accept accounts payable for October 20, 2015. Motion made by Riddle and seconded by Walker. Motion passed by a vote of 4 for, 0 against.

MOTION: To accept accounts payable for November 05, 2015. Motion made by McNair and seconded by Fowler. Motion passed by a vote of 4 for, 0 against.

ACCOUNTS RECEIVABLE:

Walker mentioned that several are significantly behind. He also asked why Fisherman's Direct was behind. Clemens mentioned that some of the delay was due to the account being under a different name. Clemens mentioned that Tim Jones had paid \$100 but that didn't put much of a dent in their bill. Commissioner Fowler mentioned that he believes Will Craig may not utilize the commercial moorage this year.

BUDGET REPORT:

Jeff Kemp indicated that the October report was not complete. He went over the September report in detail. Property taxes are slightly more than last year. Marine related revenues are behind previous years. Bay storage revenues are up possibly due to improvements. Compound storage revenues are even and land lease revenues are behind due to Bug-E-Boyz arrearage. Cannery Building first floor is even and second floor is consistent. Jeff Kemp recommended that next year's budget have more room for Airport Fuel. Huntley Park revenues continue to be ahead of last year. The 2014 audit is progressing and should be done soon. On the next report there will be a \$550 dollar adjustment between the grant fund and general fund.

MANAGER'S REPORT:

James Clemens reviewed the Core Task List. The Canfield, Jim Hunt and Orchard Bar entrance maintenance will be changed to a recurring item. The next step in the Beach Access Improvement project is surveying which will be done by Rich Roberts. The wind sock project is complete. The

electric gate for the compound has been added with no priority assigned. Aaron Duncan is evaluating the priority for light post replacement. Clemens intends to pursue a Water Intrusion Grant through SDAO. Commissioner Fowler mentioned that we have to be cautious in storm water diversion. Clemens asked the board if competition for grants requires board approval. The board indicated that he did not need board permission. Clemens reported that the permit to remove problem trees next to the power lines at Canfield Bar had been issued. Clemens reported that all five SDAO/SDIS best practices categories are met granting the Port a 10% discount of \$3400. Clemens mentioned that some HR Policy does not align with actual HR Practices. He went on to mention that our health insurance policy requires that Port employees be placed on the policy at 60 days rather than at 90. After Board discussion, the Board of Commissioners agreed that the benefit package should start at hiring rather than after the 90 day probationary period.

MOTION: To change the employee benefit package to the date of hiring, made by Riddle and seconded by McNair. Motion was passed by a vote of 4 for, and 0 against
Commissioner McNair suggested a complete review of the Personnel Policy Manual over several months. Clemens mentioned that our current retirement plan has a significant issue in which employees can not be added for three years. He indicated that the plan can be changed to allow eligible employees to be added immediately at the beginning of the year. Commissioner Riddle suggested that the Board make sure that all commissioners have the current manual. He shared that it would be a good time to simplify the manual. Clemens presented an updated Public Records Policy which had not been updated in the last 10 years. He also requested guidance from the Board regarding lease renewal documentation. The Board agreed that lease renewals may be renewed via a letter from the leasee without Board approval. New leases and leases that have reached the end of the renewal terms shall be presented to the Board. Clemens briefed the Board on billing inconsistencies regarding month to month storage units. The Board agreed that published rates should be charged for all storage lockers and the manager has latitude to adjust charges. Clemens added that the Port will be prorating occupancy to the 15th of the month for units vacated during the first two weeks of a month. Clemens briefed the Board on the status of the Bandon Dredging. The other South Coast Ports are unable to dredge due to lack of permits or lack of funding. The ACOE permit allows the Port of Gold Beach to dredge up to 78,900 cu yds of material. The cost for dredging the entire permitted amount at \$3 per cu yd would be \$230K and \$160K at \$2 per cu yd. Commissioner Riddle mentioned that the Port set aside \$50K this year for dredging in addition to the existing \$235K non-allocated capital improvement funds. Commissioner Walker added that the Port had an ideal situation with the location of the upland spoil site. Clemens added that Jeff Griffin from the Governors Office highly endorsed moving the Port of Gold Beach up the list.

MOTION: To obligate up to \$180K from the Capital Improvement fund for dredging of the Port of Gold Beach basin during fiscal year 2015-2016, made by McNair and seconded by Fowler. Motion was passed by a vote of 4 for, and 0 against. Clemens distributed a copy of Port Ordinance 01-09, which allows discharge of rim fire rifles and shotguns on Port property. Clemens asked that the Board review the ordinance for further discussion at a future meeting.

MANAGER PERFORMANCE REVIEW:

Commissioner Riddle indicated that the Manager's Employment Offer Letter included provisions for an informal review after 90 days. Commissioner McNair mentioned that he had no recommendations and he would approach the manager in private if there he had any concerns. Riddle mentioned that he appreciated the willingness to utilize the Core Task List.

COMMISSIONER'S COMMENTS:

Commissioner Fowler: none. Commissioner Riddle: none. Commissioner McNair briefed the Board on the status of the Fish Cleaning Station Parking Lot. The biggest issue currently is the relocation of a fire hydrant. Commissioner Walker: none

AUDIENCE COMMENTS:

None

ADJOURN:

MOTION: To adjourn the regular meeting of November 17, 2015 made by Walker and seconded by Fowler. Motion was passed by a vote of 4 for, and 0 against at 8:10 PM.