

PORT OF GOLD BEACH  
BOARD OF COMMISSIONER'S  
REGULAR MEETING  
January 21, 2016

PRESENT:

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

ABSENT:

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:*

Shane of Shane's Welding, introduced himself to the Board.

*HUNTLEY PARK:*

Shawn Wallace was absent and Aaron Duncan, Shop Manager, provided a brief report; noting that security cameras are needed, the tree trimming project with Budget Tree is waiting for a break in the weather, and business is slow. James Clemens received guidance from ODFW concerning the mountain lion that has been sighted. He was asked to keep track and log the sightings. Hounds are not permitted but if it shows aggression or is seen during the day it can be eliminated. **MOTION: To fund hunting license and cougar tags for campground host and assistant campground host, to enable them to remove cougar legally if encountered during daylight hours.** Motion made by Lottis seconded by Fowler, Motion passed by a vote of 5 for, 0 against.

*SHOP SUPERVISOR:*

Aaron Duncan reported that the door at the airport has been replaced with a metal door and that after some minor trim work that project would be complete. He explained the cause and the corrective actions they are performing on the various water leaks and the Cannery catwalk. He noted that they have been clearing the spoils sight in preparation for the dredging operation and that they will be continuing on the office remodel project. He briefed the Board on the minor repairs made to the SkyTrac and that Hanson's Mechanical Services LLC has noted that it is good shape. The pedestrian gate at the airport has been secured with a padlock that has the same combinations as the drive through gate. It was diagnosed that the laser on the AWOS system was out and it could not read the ceiling. The part has been ordered and was expected to arrive by February 8<sup>th</sup>. Clemens explained that it was time for the AWOS inspection and that we might not get charged for a service call. Aaron reported on the repairs to some of the storage bay doors, that some scrap equipment has been sold, and that the dump truck from Bug-E-Boys was removed; leaving 2 motorhomes and a forklift. Aaron made a public announcement concerning seal pups and birthing season. The problem with seals on the docks was discussed and Commissioner Lottis noted that short of harming the seals, personnel had the right to clear the docks. Duncan asked about

docks stored in the dredging area and Commissioner McNair recommended that Duncan give Sam, of Jot's, advanced notice that they need to be moved.

*OLD BUSINESS:*

Mauch Lease: Port Manager Clemens reported that Mike Neal had the building signed over, from Bug-E-Boys to him, and he is now the legal owner. He has requested to meet with the Board. Commissioner Walker reminded the Board and staff that the meeting would need to be posted as a Special Meeting, recessing into an Executive Session, so that the Board could vote on the subject if needed. It was decided that the Special Meeting would be scheduled for 12:00 p.m. on Tuesday, January 26<sup>th</sup>, 2016. Commissioner Fowler questioned why the Port isn't collecting revenue on the land lease and Commissioner Riddle agreed that the Port should consider changes to the lease that would prevent the loss of land lease revenue. Commissioner McNair noted that it was a classic real estate problem and recommend that the Board continue the discussion during another regular session. Riddle asked if there had been contact with Mauch and Clemens replied that the Bug-E-Boy's Business Manager has confirmed that the front office is closed. Riddle noted that the recent audit report had stated that the Port's write-offs were immaterial, and he inquired whether the loss of 12 to 14 thousand in revenue would be considered from an accounting stand point. Jeff Kemp replied that it wouldn't be needed at this point and that the auditors were referring to unresolved issues.

Clemens presented the Commissioners with the airport fuel tank preliminary report and explained the pictures. He explained that it would require a decision to reconfigure the tank and replace the piping; investing in the current tank that is poorly designed or completely replacing the tank. He explained why the tank was solid but it was not consider acceptable. Clemens explained that Airport Planning Advisory Committee was forming to update the Airport Master Plan and that it would be a good time to consider any changes needed. The Board requested a price comparison for repair versus replacement costs. They discussed the possibility of FAA and discretionary funding sources.

Commissioner Fowler asked if the annual plans for the Airport and Marina fuel docks have been updated? Clemens explained that the Clean Marina inspection required an update to the Marina's plan but he would have to check on the Airport's annual Spill Prevention Control Plan. Aaron confirmed that the plans do exist. Jim reported that he has found some training for the Port's personnel.

At Commissioner Riddle request, Jim provided an update on the decision made by the State Marine Board concerning their training.

*NEW BUSINESS:*

Sealion Patrol Presentation: Mark Lottis, as a representative of Curry Sportfishing, presented a review/recap of the Sea Lion Patrol program. Mark requested that the Port continue to support the program, through Curry Sportfishing, with an annual donation of \$5000. A 9 year history of the program and past donations was provided and Mark reported that Curry Sportfishing has enough funds to run the program one more year. It was recommended that the Port take ownership of the equipment and therefore, leaving Curry Sportfishing as a sponsor of the program. Commissioner McNair noted the Port could use the equipment but the responsibility to maintain the equipment should be considered; noting that the annual expenditures would be approximately \$1,500 to \$2,000. Jim felt storage for the guns and ammunition is going to be an issue. McNair recommended that the Port will take possession of the equipment and a Memorandum of Agreement

should be drafted with Curry Sportfishing outlining the priority of uses of the boat. Fowler requested an outline of the annual costs be presented at a later meeting.

*APPROVAL OF MINUTES:*

**MOTION: To approve the December 17, 2015 minutes.** Motion made by McNair seconded by Lottis, Riddle abstained; Motion passed by a vote of 4 for, 1 abstained.

*ACCOUNTS PAYABLE:*

**MOTION: To accept accounts payable for December 20, 2015.** Aaron provided clarification on the of 30 gallon purchase of the Clean Marina degreaser. Motion made by McNair and seconded by Fowler. Motion passed by a vote of 5 for, 0 against.

**MOTION: To accept accounts payable for January 05, 2016.** Motion made by McNair and seconded by Fowler. Motion passed by a vote of 5 for, 0 against.

*ACCOUNTS RECEIVABLE: Clemens noted that several of the listed aged receivables had been paid since the printing of the report. There were no further questions.*

*BUDGET REPORT:*

Jeff Kemp reported that property tax showed credited figures this month due to the County Treasurer's overpayment in December, but year to date is correct. Marina revenues are low due to a late payment that is being negotiated. Poundage, Bay Storage, Compound revenues were received; to include ODFW and Padda Lock's annual lease. Jeff Kemp noted that the Cannery leases were ahead year to date and utility payments have been corrected. Curry Sport Fishing payment for SeaLion Patrol expenses was received.

Jeff explained that Personnel Services funds were used to pay bonuses and the Port's association membership expenses are at \$7000. He noted that audit expenses are down from last year, and explained the various maintenance expenses. Airport and Marina Capital Outlay expenses included the lighted windsock and crane maintenance. Clemens applied and received the closeout funds, \$7,800, from the Strategic Business Plan. Capital outlay expenses were for the new tires on the Huntley Park vehicle. Dredging maintenance expenses reflexed payments to EMC, and it was noted that the WHPacific AGIS survey expense should be charged to the airport; Jeff stated that he would correct the code.

Commissioner Fowler asked who is paying the utilities on the Bug-E-Boys building and Jim explained that two of Bug-E-Boys tenants have been paying the electricity but the question should be answered by Mike Neal. The Board requested that Jim contact Coos Curry Electric and the City of Gold Beach for information concerning the utility accounts to the Bug-E-Boys building.

*MANAGER'S REPORT:*

Clemens reported that there haven't been many changes to the Core Task list, and he explained that work on the hoist will be completed in February. He noted that Dennis Anderson has made progress at Canfield Bar and the trees will be removed once the weather permits. The south jetty has been surveyed and it was noted that the design would need to be changed because of the constant movement of the sand spit. Commissioner McNair noted that his intentions for the redesign of the South Jetty parking lot never include a gangway. He understood that it would only include sidewalks, paving, stripping, and bathrooms; the Board agreed and it was noted that gangway would not be included in the project. Clemens briefed the Board on some immediate safety and infrastructure problems that changed the Core Task list of priorities; Board agreed that the changes were needed. Commissioner Riddle requested, and it was confirmed by the Board that the

Manager will continue to bring changes to the Core Task List to the Board for guidance. He has collected bids for an electric gate to the compound, \$10,000 for a basic gate, additional functionality would add \$6 to \$7 thousand. The Board agreed that the gate is not an immediate priority. Clemens briefed the Board on the progress of the dredging project. He also shared the Port's new annual launch pass and daily launch fee envelopes - with serial numbers and Sealion patrol donation request. Commissioner Riddle excused himself from the meeting. Clemens stated that the Gold Beach Ordinance 01-09 still needed to be reviewed and that he would be attending SDAO training in February. Clemens presented a recommended an increase in hourly pay for an employee that had received his annual review. **MOTION: To increase Michael Kubli's hourly wage to \$14.00.** Motion made by McNair and seconded by Fowler. Motion passed by a vote of 5 for, 0 against.

The needed amendments to the retirement benefit package were discussed and Clemens explained the process needed to rectify the individual account shortages. He also noted that the policy and fees for charging poundage was being examined.

*COMMISSIONER'S COMMENTS:*

Commissioner Fowler: none. Commissioner McNair: Commissioner Walker: none. Commissioner Lottis:

*AUDIENCE COMMENTS:*

None

*ADJOURN:*

**MOTION: To adjourn the regular meeting of January 21, 2016** made by McNair and seconded by Fowler. Motion was passed by a vote of 5 for, and 0 against at 8: PM.