

**PORT OF GOLD BEACH
BOARD OF COMMISSIONER'S
REGULAR MEETING
January 19, 2017**

PRESENT:

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

ABSENT:

Mark Lottis, Commissioner

Jeff Kemp - Accountant

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: Rep. David Brock Smith addressed the Board to explain how he could be an advocate for the Port's priorities in Rural Oregon and on various committees. He was offered a copy of the Port's core task list and McNair provided additional information on high dock, the airport fuel tank, and dredging.

HUNTLEY PARK: Shawn Wallace briefed the Commissioners on hot water heaters and noted that the showers are working but it is a temporary fix. He noted that there were grey water drains that needed to be replaced

SHOP SUPERVISOR: Duncan explained Coos Curry Electric's \$4,600 proposal and briefed the Board on the additional supplies that would be needed to replace 4 power poles in the Marina parking lot. **MOTION: Giving Duncan authority to proceed with Coos Curry Electric.** Motion made by McNair, and seconded by Fowler; motion passed by a vote of 4 for, 0 against. Kemp recommended applying the expense to capital outlay and Riddle agreed.

The funding for the compound drainage project was discussed. A Water Intrusion grant from Special District's Association of Oregon was received and will cover 50% of the costs. Duncan informed the Board that the Fishing Cleaning Station paving project did not include parking stops or the bollard that would protect the fire hydrant. It was agreed that the parking stops would be purchased and installed by the Port.

He noted that the AWOS display remains inoperable, making it difficult to verify a potential AWOS issue. **MOTION: To approve \$3700 for the DBT proposal to repair/replace the AWOS display.** Motion made by Riddle, and seconded by Walker: motion passed by a vote of 4 for, 0 against.

The permissible use of the boat bought from the Sea Lion Patrol was discussed. It was decided that the boat and the docks belong to the Port and will be Duncan's responsibility. He reported that his one of his full-time O&M I employees will be on light duty for the next month. The Board agreed that he should immediately proceed with hiring a part-time employee.

Duncan has contacted two local contractors that were not interested in replacing the roofs on our storage units. Napier Construction will be submitting a new proposal. Red Sky Roofing, McMurray and Son's, and Edward's Roofing will be asked to submit estimates.

OLD BUSINESS: McNair reported on the proposals to replace the commercial dock gangway and Tarhill's bid was accepted. **MOTION: To approve the Tarhill Construction bid, up to**

\$12,000, for replacement of the commercial dock gangway. Motion made by McNair, and seconded by Fowler: motion passed by a vote of 4 for, 0 against.

McNair reported that Joe Kaufman, Gary Fletcher, Dwayne Rath, and Agness Company have received the Port's request for a bid to replace the culvert in the NE parking lot. February 1st is the deadline for submission and a Special Meeting might be needed to approve the final proposal.

Riddle reported on the Airport Master Plan progress. He has completed an inventory and noted that Gold Beach Airport has approximately 10 to 11 based aircraft, the minimum for the Airport Improvement Program. Riddle also noted that the airport beacon needs replaced but can wait until the next budget cycle and that he would check the status of the grant that, if approved, would be used to replace the fuel tank. It was noted that revenues were being lost and Jet A fuel is needed by the Coast Guard.

Fowler gave an update on the abandon motorhome at Jim Hunt Bar and he is waiting on a response from the Sheriff. Representative Brock Smith offered to assist Fowler with the abandon vehicle issue. The heaters in the Huntley Park bathrooms are inoperable and need to be replaced and Fowler recommended completion before Spring.

Fowler updated the Board on the changes to the Port Manager's job description; with one omission that will be corrected. McNair and Fowler will be evaluating the applications and interviewing candidates. They expect the process could ongoing through the month of February.

NEW BUSINESS:

MOTION: To appoint Fowler and McNair Administrative/HR authority in the absence of a Port Manager. Motion made by Walker, and seconded by Riddle: motion passed by a vote of 4 for, 0 against.

Fowler presented the Board with a membership application to the Pacific Coast Congress of Harbormasters; a consensus to let the Port's membership lapse. He also provided information on a public information request and it was recommended that he discard the email as spam.

Walker stated that the past manager, Clemens, recommended a pay increase for Duncan.

MOTION: To authorize an additional \$.50 per hour pay increase, retroactive to December 9, 2016, for Aaron Duncan, Shop Supervisor. Motion made by Walker, and seconded by Fowler: motion passed by a vote of 4 for, 0 against.

APPROVAL OF MINUTES:

MOTION: To approve the December 19, 2016 Special Meeting minutes. Motion made by Walker, and seconded by McNair; motion passed by a vote of 4 for, 0 against.

MOTION: To approve the January 9, 2017 Special Meeting minutes. Motion made by McNair, and seconded by Fowler; motion passed by a vote of 4 for, 0 against.

ACCOUNTS PAYABLE:

MOTION: To accept accounts payable for December 20, 2016 and January 6, 2017. Motion made by McNair, and seconded by Fowler; motion passed by a vote of 4 for, 0 against.

ACCOUNTS RECEIVABLE: The Commissioners discussed the receivable accounts in arrears.

FINANCIAL/BUDGET REPORT: Kemp reported that he has completed all but one of the 1099's and he is having a problem matching grant funds received and with the expenses. He explained general funds revenues and noted that the Port has received a reimbursement for the

dredging insurance from the Port of Brookings, and over \$18,000 was received from Curry Sportsfishing. Expenditures from the General Fund included the new copier and the maintenance contract, and the annual donation to Curry Sportsfishing. Kemp reported that \$16,000 was spent on the informational bridge sign.

COMMISSIONER'S COMMENTS: Walker stated that a job description for the front desk position does not exist and Fowler agreed to create a draft to present to the Board for approval by Wednesday.

AUDIENCE COMMENTS: Representative Brock Smith asked how the Manager's job description is being distributed and it was stated that he could contact the Port office for the most updated description.

ADJOURN:

MOTION: To adjourn the regular meeting of January 19, 2017 at 7:57 p.m., made by Riddle and second by McNair; motion was passed by a vote of 4 for, and 0 against.