

PORT OF GOLD BEACH  
BOARD OF COMMISSIONER'S  
REGULAR MEETING  
October 15, 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:

Sharlette Aguirre, of Gold Beach, manager of Bug-E-Boyz provided an updated letter of proposal regarding debt. She mentioned that they had been working very hard to remove debris. The person who owns six of the scrap RVs told her that he would be working with the Port Manager on a timeline for removal. She later learned that this was not the case. Commissioner McNair asked who actually owned the RVs and Aguirre responded that they were owned by Mike Hill and that he is required to remove two items per week. Commissioner Riddle asked how the vehicles were abandoned on the property. Aguirre responded that he was a former employee who abandoned the items when he was terminated. Commissioner McNair clarified that Jim Mauch is the tenant not Mike Hill. He also explained that copies of all titles should be obtained to make disposal easier. Sharlette Aguirre indicated that she is prepared to issue a check for \$3300 to begin payments. McNair added that the board would need to review the Port Attorney's documents prior to accepting payment. Commissioner Fowler added that the disposal plan should be followed until the specific details of repayment are worked out.

*OLD BUSINESS:*

Commissioner McNair suggested that the Board continue the discussion under "Old Business". The Port Manager distributed the draft language from the Port Attorney that would acknowledge acceptance of the offer from Mauch. McNair mentioned that the language was somewhat confusing and there may be a need for a conference call. Commissioners Walker and Riddle agreed. Commissioner Fowler asked about the specific content of the disposal plan. Commissioner Riddle summarized the content of the Bug-E-Boyz proposal and reiterated that he would prefer we had a paying tenant, provided they meet the provisions of the lease. The Port Manager mentioned that a real estate agent had approached him asking if the Port would consider selling the property under the building. All Commissioners indicated that this was not an option at this time.

*HUNTLEY PARK:*

Shawn Wallace commented that it has slowed down but the month of September was still up over last year. Winter maintenance has begun and there are a lot of holes that must be filled. Shawn Wallace reported that there were several cedar benches left behind after the recent wedding. He also mentioned that there were at least 26 stumps that need to be removed. He pointed out that a lady named Cathy has been maintaining the old weigh station adjacent to the Jim Hunt Bar access.

*SHOP SUPERVISOR:*

Aaron Duncan reported that the Port is adding additional security cameras. The lighted windsock and hoist projects are ongoing but should be complete soon. The wind sock is in place but the light must be installed. Napier Construction will be installing new roofs on the South storage building this month. There was a trespass reported on a boat in sport moorage nothing was found. The port has tagged the maroon van next to the Coast Guard facility for towing if not moved. An abandoned black pick up has been found near the old mill. The Port continues to sell off scrap equipment including an old pick up which was sold this month. Commissioner Walker mentioned that there are several storage units that are taking on water.

*OLD BUSINESS:*

No additional new business.

*NEW BUSINESS:*

The Port Manager introduced the new administrative secretary, Terri Perez to the Board of Commissioners. Clemens mentioned that the maintenance contract for the AWOS is over and that we have a one-year or three-year option if we continue with Visalia. Clemens recommended the three-year option as the price would be locked in and we pay it over a three-year period.

**MOTION: To approve the three-year maintenance contract for AWOS with Visalia,** motion made by Walker seconded by Riddle. Motion passed by a vote of 4 for, 0 against

*APPROVAL OF MINUTES:*

**MOTION: To approve the September 17, 2015 minutes,** motion made by McNair seconded by Walker. Motion passed by a vote of 4 for, 0 against

*ACCOUNTS PAYABLE:*

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

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

*ACCOUNTS RECEIVABLE:*

James Clemens mentioned that the receivables are a snapshot as of 14 October. There would be additional accounts reflecting debt if they were prepared 15 October.

*BUDGET REPORT:*

Jeff Kemp indicated that there was additional data that was needed before preparation of the September Budget Report.

*MANAGER'S REPORT:*

James Clemens reviewed the Core Task List. A power chain hoist will be procured to replace the previous hoist. The new hoist will be two-speed and faster than the previous hoist. It will come in at the planned budget and save several thousand dollars. Commissioner Fowler indicated that power chain falls work pretty well. Clemens mentioned two Huntley Park items that should be lowered on the Core Task List; pump house and irrigation water. Commissioners Fowler and Riddle mentioned backflow and U/V treatment considerations. The Port Office project scope of work is being prepared. The project may cost as much as \$25K. The price of the wind sock will increase due to changes in lighting. Clemens noted other adjustments in prices for the core task list. He indicated that the airport fuel tank is his highest priority. Clemens also mentioned that the metal light poles may need to be moved up higher on the Core Task List due to rusted bases. Clemens reviewed the Airport Capital Improvement Plan list and asked for feedback. He revisited the issue of airport fuel tank inspection which would cost \$8K. Clemens reported that there was an alternate proposal for removal or trimming of the trees at Canfield Bar. Dennis Anderson, working with Coos Curry Electric, could remove several danger trees which would result in approximately \$1K profit rather than a \$1K expenditure.

**MOTION: To accept Dennis Anderson's proposal of removal of danger trees with assistance of Coos Curry Electric, sharing profit 45% to Dennis Anderson and 55% to The Port,** made by McNair and seconded by Walker. Motion was passed by a vote of 4 for, and 0 against. Clemens mentioned that a request had been made by Don Buffington to reestablish the boat slip that had been given to the family after donation of the port property. Commissioner Walker mentioned that the original agreement had been abused by someone in the past. McNair commented that if it were reinstated that the language would be very specific, it would only be utilized by family members and could not be sublet. The Board agreed to reinstate the Buffington Estate moorage slip. Clemens mentioned that he has determined that the large logs at the Old Mill are not Port property. The Board agreed that they are not Port property and the issue is now closed. Sea Lion Patrol wrapped up for the year with minimal issues. There are a few issues that will be debriefed and clarified during the off season including pay and fishing during down time. Suite D dry wall is almost finished and after paint it will be complete. Clemens requested guidance on unused seasonal part time personnel costs which was budgeted but not used. The Board agreed that the funds are still available and may be used for maintenance. Clemens mentioned that he feels that questionable light poles are a higher priority than the restroom fixtures in the Cannery Building. As his final item he mentioned that the Huntley Park vehicle is not dependable enough for road use. The Annual Budget has \$17K set aside for Huntley Park capital improvement. The Board agreed to purchase a new truck, having the manager communicate with Commissioners Walker and Fowler for any purchase over \$5K.

*COMMISSIONER'S COMMENTS:*

Commissioner Fowler: none. Commissioner Riddle revisited the Core Task List and suggested that it was a good measure of progress and focus. Commissioner McNair: none. Commissioner Walker mentioned that he has received feedback from compound users regarding an electric gate for the compound. The Board discussed it and all agreed that it should be researched.

*AUDIENCE COMMENTS:*

None

*ADJOURN:*

**MOTION: To adjourn the regular meeting of October 15, 2015** made by Riddle and seconded by McNair. Motion was passed by a vote of 4 for, and 0 against at 7:40 PM.