

**Jantzen Beach Moorage, Inc.**  
**Monthly Board Meeting Summary Minutes**  
**On October 19, 2010, 6:30 pm**  
**Jantzen Beach Super Center – Community Room**

**Draft**

**In Attendance:**

Bruce Broussard, Laura Craford, Roy McMaster, Leonard Myers, Barbara Nelson, Margaret Puckette, Dick Robinson and Sher Shepps

**Not present:**

Jerry Pekrul

**Office Management:** Sherre Vanegas (Absent: Kathy Harrison)

**Certificate Holders present:** 1711, 1771, 1777, 1973 and 2035

Meeting called to order at 6:32 by Dick Robinson. The board packets will be available for pick-up at the moorage office at the close of business on the Friday prior to Board Meetings.

**Agenda**

**Open Business from the Floor – 2035 Resident**

This resident has been working to fix the “No Wake” buoys. This issue will be placed on November’s agenda for further discussion. Dick Robinson wants to form an ad hoc committee to fully address this issue.

**Guest Speaker – Carley Francis, Columbia River Crossing (CRC)**

Carley and staff gave a brief update and presentation regarding the in-water drilling project at JBMI. Site maps, plans of exploration in North Portland Harbor and Questions/Answers sheets were provided.

Intensive drilling occurred two years ago but the geo technologist is requiring additional information. This current project will allow the project crew to obtain additional samples to better understand the soil types, stability and location of solid rock formations.

- ◆ 3 holes will be drilled within JBMI.
- ◆ Work during daylight hours.
- ◆ Drilling will occur for approx. 3-10 days at each site. One is adjacent to Rows A & B.
- ◆ Will try not to work during the holidays and Christmas ships.
- ◆ CRC will adjust their schedule to work around the dock replacement project.
- ◆ Neighbors will be notified 48 hours in advance.
- ◆ Noise levels will equivalent to a diesel truck.

The in-water drilling is scheduled to start early November ending early 2011. Safety and containment of hazardous materials will be top priority. Extra handouts will be hand delivered to 1545 N. Jantzen for distribution.

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### **Secretary's Report**

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*Bruce Broussard made a motion to approve the minutes as written. Sher Shepps seconds the motion. Vote passes.*

**Treasurer's Report** – All September financial reports were reviewed by Board Members.

1. Profit & Loss by Class – A \$15,000 transfer to savings was made which reduces the Net Operating Income.
2. Balance Sheet, Check Register & Fund Transfer – There were questions regarding the mileage figures and the Carl Foster distribution which was not reflected.
3. Operating Budget to Actual General Operating Fund –
4. JBMI Aging Summary – Two certificate holders still owe JBMI \$14,000 collectively. Some of the columns were not wide enough to reflect totals so Sherre will e-mail an amended report to Board Members.

Roy McMaster will submit a plan at the November Board meeting on how to reduce the consumption of paper. He is suggesting printing the financial reports on a quarterly basis and presenting the check register on a monthly basis.

### **Moorage Manager's Report**

1. Occupancy Activity – One  
1685 New tenant: Noelle Child
2. Collection Issues – Two  
Board members are concerned about the low monthly payments. Legal counsel will be consulted regarding these two accounts.
3. Resident Issues – Three (two for one resident)  
Dick will write a letter to the residents at 1935.
4. Moorage Complaints and Thefts – (2) Complaint report in package.
5. Parking – 19 citations were written within the past 30 days.
6. Incident Report - One  
Non-Skid strips will be added to slippery transition hinges on all ramps, as needed.

### **Maintenance – Completed Projects:**

- Replacing deck screws at isolation valves.
- Irrigation repair.
- Gate repair.
- Removed a section of wood chips from bank line.

### **Maintenance – Current Projects:**

- A-F Project.
- Cleaning handrail and lights on all walkways.
- Bank line clean-up.
- Tree and shrub pruning.
- Routine landscaping.

### **Maintenance – Upcoming Projects:**

- A Row upgrades.
- Stand-off bumper replacement.
- Winterization.

### **Fire Marshall Violation – Re-Inspection:**

On October 4, Kathy did a walk-thru to check the progress of the corrections Ray Pratt cited in our moorage. Out of 73 corrections, we are currently down to 14. Oregon State Marine Board information and an application were sent to residents who do not have an ID Plate on their floating home.

### **A-F Walkway Project Update:**

We are in our 7th week of the project. Steelhead has installed the first portion of the stand-offs, I-Beams and supports for the extension for Rows C through F. JBMI, NW Natural Gas and M&E Electric are following behind Steelhead, to move the utilities out to the extension. The plan is to continue through to B Row. The next step will be to move back to F Row to open up the decking, make any needed repairs, connect the houses to the new stand-offs and install the new decking, handrails and transition plates. They will then address the issues of A row and replace the wood section of the main dock.

### **Unfinished Business**

1. **A-F Walkway Improvement Project Status** – K. Harrison  
This subject is addressed in the Manager's Report (see above).
2. **Assessment Schedule** – K. Harrison  
Tabled
3. **Contractor / Vendor Brochure** – D. Robinson  
Letters will be sent to residents who are in the permitting phase of construction / remodeling to remind them about the responsibilities of contractors. The Architect Committee suggested that moorage carts should not be used by contractors.
4. **Home Office Policy** – D. Robinson  
Dick submitted a revised policy for consideration and vote:
  - a. No visible signage within the moorage except for member's vehicle.
  - b. No impact upon neighbors.
  - c. No use of commercial moorage resources, utilities or common areas.
  - d. The home is their residence.

*Leonard Meyers made a motion to approve the revised policy. Bruce Broussard seconds the motion. Vote passes.*

## **New Business**

1. **Member Request for Carport** – K. Harrison  
1771 personally appeared requesting a name change on the parking certificate only.  
The board approved the request with conditions.
2. **Beaver Issues** – D. Robinson  
The beavers have removed the chicken wire surrounding some trees and destroyed the trees. Beavers cannot be relocated but may be removed.  
*Bruce Broussard made a motion to contact a licensed trapper to remove the beavers from the property. Sher Shepps seconds the motion. Vote passes*
3. **Columbia Crossings (CC) buyout issue** – D. Robinson  
CC wants to retain the building where Paul's Cigars resides. CC has not paid their expenses all year long. JBMI needs to be reimbursed by CC for storm water fees from FY '03 through '08. In total, Columbia Crossings owes JBMI about \$25,000. (Michelle - The bylaw amendment statement is true but the appointment is to discuss the CC buyout issues above, not the bylaws) Dick has an appointment with Jill and an associate from Schwabe to discuss this issue but they want a \$2,000 retainer.  
*Bruce Broussard made a motion to pay the retainer so Schwabe, Williamson and Wyatt can conduct an analysis regarding the status of the A-frame building and other condemnation issues. Sher Shepps seconds the motion. Vote passes.*
4. **Nominating Committee** – L. Craford  
Sher Shepps and Dick Robinson will assist Laura by making calls and knocking on doors to obtain new candidates for the next election of Officers and Board Members in 2011.
5. **JBMI phone coverage for off-hours** – D. Robinson  
There was a concern who has phone duties over the weekends. The office phone will now be forwarded to the responsible party or have an announcement of who to call in an emergency.
6. **New invoice mailing policy** – D. Robinson  
JBMI newsletters and minutes will no longer be mailed to certificate holders, only monthly invoices. They will only be available on the website at [www.jbmi.net](http://www.jbmi.net). A notice will be sent to all certificate holders regarding this change with the November invoices. Dick is proposing adding a realtor's type of box at each bulletin board for the moorage newsletters. People can also pick up a copy at the office. This would save mailing costs at JBMI.

## **2010 Committee Team Reports**

1. **Human Resources** – S. Shepps – See attached report  
Sher is working on the final draft of the first employee handbook.
2. **Newsletter** – K. Baker – **Last Issue**  
Kathy has given notice that October will be her last newsletter.

3. **Architecture** – M. Puckett - See attached report  
The committee is doing a walk around within the moorage looking for safety issues, fire hoses, ID plates and aesthetic issues (i.e. lack of exterior paint). The plan is to send a friendly reminder letter to notify certificate holders of violations. The second phase would include a formal letter to fully address resolution of the violation. She is working on an initial process and follow-up procedures.
4. **Landscaping** – P. Fulcher – No report
5. **Row Captains** – L. Myers - No report
6. **Security Coordinator** – D. Robinson/L. Myers  
There are concerns that the contactor storing valuable supplies/parts on site.
7. **Parking Policy Review** – S. Shepps – See attached report
8. **Web Page Coordination** – D. Robinson – No report  
Dick will maintain the web page and plans to start posting the committee reports.

**Moorage Representatives – Reports need to be submitted in writing**

1. **HiNooN Neighborhood** – R. Schmidt – No report
2. **WOO** – No report
3. **I-5 Bridge Project** – B. Nelson  
The Light Rail project is considering an elevated option and an at-grade option for Hayden Island. They are focusing on the impacts to Hayden Island.
4. **Strategy** – M. Tworoger  
The Community Environmental Justice Workgroup has been dissolved but CRC is reconsidering another organizational structure of community advocates.
5. **Portland Working Group** – B. Nelson  
Engineer drawings will be available to view on November 3 at the Community Room at the Mall from 4:00 to 7:00 p.m.

**Board meeting adjourned at 8:50 p.m. – Went into Executive Session**

**Meeting adjourned at 9:22 p.m.**

Respectfully Submitted by Michelle Tworoger, Secretary