

Jantzen Beach Moorage Board Meeting Minutes
March 16, 2010 @ 6:30 PM
Hayden Island Super Center – Portland OR

Officers Present: Peg Johnson, Margaret Puckette, Dick Robinson, Roy McMaster

Directors Present: Barbara Nelson, Leonard Myers, Sher Shepps, Bruce Broussard, Jerry Pekrul, Laura Craford

Employees Present: Kathy Harrison (Manager), Sherre Vanegas (Administrative Assistant)

Absent Board Members: None

JBMI Certificates Represented: Jerry McLain and Carol Anne McFarland-McLain (#1959), Rich and Ginny Sorem (#1627), Ron and Patti Fulcher (#1747), William Scheumann (#1719)

A. Open Meeting

1. Introduction of Board Members & Moorage Staff.
2. Discussions on all issues will be held to a time limit.

B. Open Business from the Floor

1. Each individual that is recognized by the chair will state their name and certificate number. This section is to bring forward items from the floor, which are not on the agenda. These items may be addressed by the Board at this time or tabled until a later date.
2. Jack Gillentine Jr., Portland Police Dept., Neighborhood Response Team North Precinct, came to discuss how to handle threatening and unruly situations. His suggestions:
 - a. Do not challenge tailgaters at gate because it might lead to an unwanted altercation. Better to report vehicle ID to office.
 - b. Do not talk to a disgruntled people unless someone is with you as a witness.
 - c. Office staff should have a plan of action for dealing with disgruntled situations. Calling 911 is not the best idea because of time delay. Use 911 if the problem occurred within the last 15 minutes.
 - d. Staff should maintain contact via radios or phones with office.
 - e. You can use Resolutions North West to mediate situations.
 - f. A security camera system would help deter crime. Be sure to include obvious signage about cameras.
 - g. Mark Wells, a security consultant, will be able to assist with security cameras.
 - h. Jack passed out and reviewed a pamphlet titled "A guide to Home and Vehicle Security" from the Portland Police Bureau.
 - a. Primary concerns are property and identity theft.
 - b. Do not leave anything of value, including insurance and registration, in your car. Make duplicate copies for family members.
 - c. Do not leave anything visible, like a cell phone charger, because it indicates there may be something else of value.
 - d. We can purchase an adequate camera system for the office for between \$100 and \$500 dollars.

- e. Peg asked that D. Robinson and L. Myers discuss security procedure for office staff and work with staff to implement them.

C. Secretary's Report

1. February 16, 2010 Board Meeting minutes
 - a. S. Shepps moved to approve the minutes with changes, **Motion passed**
2. March 2, 2010 Organizational Meeting minutes
 - a. S. Shepps moved to approved, **Motion passed**

D. Treasurer's Report

1. Profit and Loss by Class – February
 - a. P. Johnson questioned Reconciliation discrepancy. S. Vanegas said it was a program error that would be corrected next month.
2. Balance Sheet, Check Register & Fund Transfers – February
 - a. R. McMaster said the money lost from the sale of #1815 should be written off as a loss which reduces our assets on paper by \$41, 966.
3. Budget to Actual General Operating Fund – February
 - a. R. McMaster suggested we handle the P & L statement on a quarterly basis and spend more time on budget issues at monthly meetings.
4. JBMI Aging Summary – February
 - a. S. Shepps questioned the status of #1677. S Vanegas said it was being handled by an attorney. Two members were sent letters indicating that their carport was in jeopardy due to late payments.
5. D. Robinson asked if we are going to have a financial review of the books. S. Shepps said we will have it done for the 2009 financial year. R. McMaster said it would begin next June.

E. Moorage Managers Report

1. Occupancy Report
 - a. No changes
2. Collection Issues
 - a. A member paid \$50.00 towards delinquent balance but failed to pay monthly fee by March 10th
 - b. A member paid agreed amount of \$375.00 towards delinquent balance.
 - c. A lawsuit was filed on March 12, 2010 against a member for lack of payment.
3. Resident Issues
 - a. K. Harrison contacted a member regarding their vehicle with expired tags and two parking citations. The member has promised to take care of the matter several times to no avail. Kathy followed up the conversation with a letter, giving him until March 17, 2010, to get new tags or be in jeopardy of having the vehicle towed and losing his carport.
 - (1) Board agreed that the vehicle should be towed immediately.
 - b. Per the Board's recommendation last month, a member was sent a letter regarding a request to add a non-member to her certificate.
 - c. An office employee was required to testify at member's court hearing.
4. Moorage Complaints and Thefts
 - a. A German Shepherd dog nipped at member. Issued documented and discussed between members.

- b. A member was concerned that the parking lot was not being cleaned up as chips were being moved around the property. Manager explained that she was in the process of purchasing a new leaf blower but that the maintenance staff would sweep it up.
- 5. Garbage Service
 - a. We have reduced our garbage pick-ups from three times to two times per week. Our monthly saving is \$763.54, or \$9,186.48 yearly.
- 6. New Parking Tags
 - a. We have issued 220 new parking permits. We are experiencing dissatisfaction from some members over the new policy. A list of these concerns is enclosed.
- 7. Parking Violations
 - a. Within the last month, several warning flyers were put on cars as a reminder to pick-up their new permits. After one week, if there was no change, a citation was issued.
 - b. Ten citations have been issued for various reasons. Two were second citations, after which the member was contacted by phone or in person, followed by a letter. Three cars have been removed by members. Five members have not responded.
- 8. Bank Error
 - a. On February 16, 2010, the bank made an error of posting the February improvement transfer funds. The bank has made the correction and it will appear in the March statements and our reports.
- 9. Member Request
 - a. A member requested an additional parking permit for their daughter. They also request the \$20.00 fee to be waived.
 - (1) The board agreed that no exceptions would be made for additional vehicles at this time. They also agreed that the new parking policy will be reviewed in six months to assure that it is working as intended and adjustments would be made then if necessary.
- 10. Bank line Project
 - a. We are installing the hardware cloth around the newly planted trees on the bank to protect from beaver damage.
- 11. A-F Walk-way Improvement Project
 - a. A letter was sent to Corps of Engineers requesting an extension of our permit with them. We are continuing to work through the Permit process with the City of Portland.
- 12. Maintenance projects worked on/or completed this month
 - a. Landscape clean up and fertilizing.
 - b. Completed bark chips project.
 - c. Treated curbing for moss.
 - d. Completed irrigation installation at Ramp 4.
 - e. Electrical problem on dock repaired by Aloha Electric.
 - f. Sprayed for spiders in carports.
 - g. Repaired dock carts. Now have 15 working carts.
 - h. Repaired East exit gate.
 - i. Repaired broken sprinklers.
- 13. Upcoming projects
 - a. Clean up excess wood chips and dead moss in parking lot.
 - b. Complete installation of tree protectors on new trees on bank-line.
 - c. Fabricate and install workstation for Kathy's office.
 - d. Fabricate and install flagpole for Clean Marina Flag.

- e. Pressure wash docks.
 - f. Locate supplier to replace failed bumper pads for stand-offs.
 - g. Clean, scrape and paint several meter bases.
 - h. Repair a section of the carport near Ramp 2 in preparation for painting this spring or summer.
14. Maintenance purchase requests
- a. Shin-Daiwa leaf blower (our current blower is beyond repair) – cost \$550.00.
 - b. Rigid 12” Chop Saw (repair for current saw could run more than new) – we will need the saw for installation of new hand railing in A-F Project. – Cost \$575.00.
 - c. Leaf skimmer to retrieve debris in water – cost \$45.00.
15. Three couples want to purchase a house and share ownership. No two families will be there at the same time. They share ownership in other properties. The bylaws call for board approval when a house is not going to be lived in by the owner.
- a. The board agreed all could be on the certificate but one had to agree to be the contact person.
 - b. The board agreed that no additional parking permits would be issued.

F. Unfinished Business

1. Bylaw Legal Review/CRC - P. Johnson
 - a. P. Johnson wrote a draft letter to our attorney regarding questions about our options for using the money we receive for condemnation of property related to the I-5 project. She asked the board to send her their comments by 5:00PM on March 17, 2010, so she could send the letter.
 - b. The board agreed to invite our attorney to the April, 2010, board meeting to discuss the condemnation issues in preparation for an open meeting with the members. They also agreed that we would ask the attorney to attend a membership meeting to discuss the issues and answer questions at a later time.
2. A-F Walkway Improvement Project Status – K. Harrison & P. Johnson
 - a. We are still working on the check list of the city permit process.
 - b. The Landscaping committee has been assisting on counting trees, bushes and plants for the site map required by the city.
3. Schedule for Moorage Clean Up Day 2010 - P. Johnson
 - a. HINooN has scheduled the island clean-up day for May 22. They are going to concentrate on cleaning the island bank lines. Volunteers will clean the east end of the island from 9AM - 2PM and the west end from 12AM - 5AM.
 - b. P. Johnson suggested we hold the JBMI clean-up day on May 15, 2010, to avoid a conflict and allow promotion of the island clean-up efforts. The board agreed.

G. New Business

1. Abusive and Threatening Behavior - P Johnson
 - a. The office needs an immediate response process, like a speed dial set up for a board member or a outside noise maker, to announce a problem.
 - b. A security camera would help.
 - c. We need to document each issue so we can make financial assessments.
 - d. Our staff should refuse to participate in unruly discussions.
 - e. P. Johnson asked the Security committee to work out a security plan with staff.
 - f. B. Nelson moved that the Security committee be authorized to spend up to \$600 for purchasing equipment to improve security for office staff. **Motion passed**
2. Office Purchasing Procedure - K. Harrison & P. Johnson

- a. Board agreed that manager could purchase equipment without prior approval as long as it does not exceed her budget.

H. Committee Team Reports

1. Architecture – M. Puckett
 - a. Committee submitted a list of new policies for board consideration and approval.
 - b. P. Johnson asked the committee to provide rationale for the new policies and to address whether or not they conflict with Title 28 of the Oregon building codes.
 - c. P. Johnson asked that the committee work with K. Harrison to create a system for providing better documentation about enforcement issues.
 - d. L. Myers asked that the committee work to help homeowners clean up unsightly messes. Discussion about the role of the committee followed.
 - e. P. Johnson asked the committee to address the issue of a house that is for sale but has been moved out of its original footprint. The board agreed that the issue should be resolved before the house is sold.
 - f. M. Puckette suggested that we encourage people who have homes for sale to consider negotiating a trade for slips with people on A and B rows, who face condemnation as a part of the I-5 project. The board agreed with the idea but said it would be up to the individual home owners implement.
2. Human Resource Review – S. Shepps
 - a. Previous committee members have been asked to respond by March 22, 2010, if they are interested in participating again.
 - b. There will be a notice in the April, 2010, newsletter explaining the committee's goals and asking for volunteers to join.
3. Landscape – P. Fulcher - Committee Minutes March 2, 2010
 - a. Attendees: Patti Fulcher, Cathy Robinson and Laurie Heald
 - b. Issues Discussed
 - (1) Budget: Moving forward on approved budget items, planning is in progress for spring planting of perennials at the garbage surrounds and the ramp planters.
 - (2) Bark Chips: Great progress on both the spreading and removal of the bark chips. P. Fulcher will touch base with K. Harrison for a status update.
 - (3) Garbage Surrounds: The Landscape Committee strongly urges garbage surround completion. Perennial selection is ongoing and decisions will be made at the April meeting. A scouting trip to Portland Nursery is planned for March 13/14th, and several members will attend the Hardy Plant Sale at the Expo Center on April 17/18th.
 - (4) Beaver Concerns: This committee recommends the use of hardware cloth to deter beavers. P. Fulcher will relay this to the office.
 - (5) Ivy/blackberry on the banks & stump treatment: These issues need to be taken care of on a continual, ongoing basis. P. Fulcher will touch base with the office.
 - (6) Scholls Nursery Bank line Planting: This is still on our radar. We will schedule a final walk-thru with Scholls Nursery in April or May.
 - (7) Ramp Planters: Plant selection for most planters will be the same as last year (and weren't they beautiful?!) Plants that are more sun tolerant plants will be used at ramps 6 & 7. Watering assignments were divvied up between committee members, and we discussed aphid and fertilizer issues.
 - (8) Landscape Plant Identification for City Permits: Per a request from the office, this committee will help identify and count the trees and shrubs on the upland moorage property.

4. Row Captains – L. Myers
 - a. There will be a notice in the April newsletter saying that row captains will be testing honey pots during April and hope to be finished by May 15, prior to boating season.
5. Security Coordinator – D. Robinson/L. Myers
 - a. D. Robinson has been reviewing what was done in the past for researching security cameras and will have more to report next month.
6. Parking Policy Review – S. Shepps
 - a. New policy is being implemented and will be reviewed in six months.
7. Complaint Program Follow-up – Jan: B. Broussard
 - a. B. Broussard said member who complained about another member's trash is still not satisfied with the effort that has been made. K. Harrison agreed to continue working with the offending member.
 - b. L. Craford volunteered to handle complaints for February
8. Web Page Coordinator – D. Robinson
 - a. He is making progress but has had to rewrite the code. There should be something to see in another week or two. He will submit a letter to the newsletter requesting member input for additional content.

I. **Moorage Representatives**

1. HiNooN – R. Schmidt
2. WOOO – P. Johnson
3. I-5 Bridge Project/Columbia River Crossing
4. Strategy – M. Tworoger
5. Portland Working Group – B. Nelson

J. **Close Meeting**

1. L. Craford moved to adjourn meeting at 9:50pm. **Motion passed**
2. Board went into executive session to discuss belligerent attitude of a member towards JBMI employees.

Minutes submitted by: Dick Robinson, Secretary

