

**Jantzen Beach Moorage Board Meeting Minutes**  
**May 18, 2010 @ 6:30 PM**  
**Hayden Island Super Center – Portland OR**

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

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

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

**Absent Board Members:** Laura Craford,

**JBMI Certificates Represented:** Cheryl Grant (#1625), Jay McCaulley (#1555), Ed Vanegas (#1613), Bob Shepps (#1975), Sherry May (#1525), Ron and Patti Fulcher (#1741), Jim and Diane Washburn (#1529 & #1957), Rich and Ginny Sorem (#1627), Jan Zweerts (#1859)

**A. CRC/Bylaws Review Presentation by Schwabe Williamson & Wyatt - P Johnson.**

1. Presentation about eminent domain and our options for distributing the proceeds from the property condemned as part of the I-5 project.
  - a. Assumption is that the I-5 project will take Rows A and B and some upland property, and temporarily move Row C during construction.
  - b. Current bylaws only deal with repairing or restoring lost property and should be amended to address this issue.
  - c. Typically the government appraises the property, we hire an appraiser to do the same and then we try to negotiate a fair price.
  - d. We do not know if the government will treat personal property as mobile homes or real property.
  - e. Funds received by MBI for damages and upland property loss should be used for repairs and to replace lost property. For the remaining funds:
    - 1) Each affected slip could be appraised and given a relative value.
    - 2) Funds could be shared proportionally according to status: displaced owners verses other members.
    - 3) There are no laws governing what we do with the funds.
    - 4) A memo with some of our options was submitted to the board for consideration.
    - 5) Bank loans may have wording that affect the use of proceeds.
  - f. The moorage lease for bottom land is due to expire in 2017 and should be renewed as soon as possible.
  - g. Presentation was followed by questions from the members and board.
  - h.

**B. Open Meeting**

1. Introduction of Board Members & Moorage Staff

2. Discussions on all issues will be held to a time limit.

(1)

(2)

**C. Open Business from the Floor**

a. None

b.

**D. Secretary's Report**

1. Motion to approve minutes for March made by S. Shepps - **Motion approve**

2. Motion to approve minutes for April made by J. Pekrul - **Motion approved**

a. There was not a quorum at the April meeting and no official business was conducted.

b.

**E. Treasurer's Report**

1. Profit and Loss by Class – April

2. Balance Sheet, Check Register & Fund Transfers – April

3. Budget to Actual General Operating Fund – April

4. JBMI Aging Summary – April

5.

**F. Moorage Managers Report**

1. Occupancy Report:

a. 1615 – New Tenants on Row B – John Verona and Aina Kohler

b. 1653 – New Member on Row D – Ken Dickens

c. 1705 – New Tenants on Row G – Matt Rothouse and Kelly Bianchi

d. 1817 – New Tenants on Row L – David and Mari-Anna Redburn

2. Collection Issues:

a. 1631 – Monthly payments made through collections, however is still delinquent.

b. 1635 – Collection servers have been unable to serve a summons since the member has moved out. Attorney has been notified.

3. Resident Issues:

a. 2031 – Contractor damaged 3 pagoda lights on dock and walkway. JBMI billed him \$104.90 for replacement and repair.

4. Resident Request:

a. 1691 – Member request that we label the ramps along M Walk.

5. Moorage Complaints and Thefts:

a. 1681 – Two cars vandalized.

b. A member filed a formal complaint against two members regarding Bylaws, Article XII, section 3. Residential Use.

c. A member filed a formal complaint against another member regarding harassment, vandalism and a threat to personal enjoyment.

d. A member filed a formal complaint against another member regarding harassment and threat to personal enjoyment.

6. Parking:

a. On April 22, 2010, a letter was sent to residents living between Ramps 6 and 7 with suggestions to help alleviate the parking congestion.

- b. Parking Permits have been issued to all residents except a few. Most of them are weekenders and snowbirds. Phone calls have been made, now we will follow up with letters.
  - c. Don has written 24 citations for violations in the parking lot this month. All but two have been remedied.
7. Vial-Fotheringham Forums:
- a. Board Members Training Course for May is scheduled for 5-27-2010. The topic is "Developer Turnover".
8. Incident Report:
- a. On 4-30-2010, a lumber truck spilled diesel fuel on the I-5 Bridge. The fuel leaked into the river from a catch basin. Don received a call from Dave Hume at approximately 6:56AM. Don placed a 911 call and deployed a spill kit around the oil slick near the riverbank. DOT and River Patrol were the first to arrive, followed by USCG. The Audubon Society was contacted because of the wildlife. Other agencies involved were NCR, DEQ and ODF-W. NRC Environmental deployed boom, and handled the clean up. Agencies were on property 4-30-2010 through 5-2-2010. On 5-3-2010, the office contacted DEQ regarding the sheen. We were told that there was no way to remove the sheen from the water. A letter of thanks from JBMI will be sent to these agencies for their quick response and hard work to rid our moorage of the diesel fuel.
9. Feral Cats:
- a. The office has received formal complaints from two members regarding the continued feeding of feral cats and possibly raccoons by a member in our moorage. The cats are being fed at the Cigar Shop next door and in our moorage. Traps have been set to catch both cats and raccoons, but are often tripped. Columbia Crossings has been contacted again, and say they will trespass her if the member is seen climbing under their building. Our office has sent four letters, and had several phone conversations with the member, but the problem is not getting resolved.
    - 1) Member asked what we can do to stop this behavior and recover the cost for enforcing our animal policies.
    - 2) K. Harrison said we are doing everything we can to stop a specific member from feeding feral cats. P. Johnson said we would hold an executive session after the meeting to discuss the issue.
    - 3) Member reported that there is a program to neuter feral cats and put them back. This stops breeding and the resident cats will keep other feral cats away.
10. Maintenance:
- a. Tree tubing completed.
  - b. Installing new irrigation lines to cover the bank line.
  - c. Installing new rotating heads for irrigation lines, and repair any damage from winter.
  - d. Repair damaged irrigation lines.
  - e. Pressure washing ramps, handrails and docks.
  - f. Replaced or repaired damaged standpipe valves after inspection by Fire Marshall.
  - g. Lawn maintenance.

- h. Weed control, spraying weeds to kills roots, the removing them. Ramps 2 and 5 along with several beds have been completed.
  - i. Clean-up Day preparations.
  - j. Continuing parking lot sweep for violations.
  - k. Locating new vendor for stand-off bumpers.
  - l. Repaired traction plate on Ramp 6.
  - m. Fabricating backing plates for new stand-offs.
  - n. Gate repair.
  - o. Treating cottonwood stumps and blackberries on bank line.
  - p. B-F Preparations.
  - q. A-Row Project work.
  - r. Sewer pump repair, and tank clean-out.
11. Upcoming Projects:
- a. Clean, scrape and paint several meter bases.
  - b. Repair a section of carport near Ramp 2 in preparation for painting.
  - c. Fabricate and install 2 flagpoles for Clean Marina Flags.
  - d. A-Row projects.
  - e. B-F Walkway project.
  - f.

#### **G. Unfinished Business**

1. A-F Walkway Improvement Project Status – K. Harrison & P. Johnson
  - a. K. Harrison and P. Johnson held a meeting with A Row to discuss their desires improvements.
    - 1) Keeping the roof over A Row is an option.
  - b. We now have a bid from Steelhead Construction Company.
    - 1) P. Johnson said she would call a special meeting to discuss it. She hopes to have it approved by Friday, 5/28.
  - c. We are waiting to hear from the city of Portland about our environmental review application.
2. Moorage Clean Up Day Summary - B. Broussard
  - a. Staff and members were very enthusiastic.
  - b. Hang tags put on doors seemed to help.
  - c. We filled two 20 yard dumpsters.
3. Security Camera Proposal/Testing - D. Robinson
  - a. We received proposals from two security camera vendors.
  - b. Both say 10 high resolution digital cameras and related equipment, software training and licenses will cost approximately \$20,000.
  - c. We need to get estimates for providing the infrastructure in the moorage.
    - 1) D. Robinson agreed get estimates by the next board meeting.
    - 2)

#### **H. New Business**

1. Newport Bay Future Use - P. Johnson
  - a. The HiNooN and Hayden Livability groups have started a petition to prevent an adult entertainment bar from getting a permit for the property and plan to meet with the property owner to discuss it.
  - b. As far as we know the permit has not been applied for.

c.

## I. Committee Reports

### 1. Architecture – M. Puckette

- a. The committee would like to acquire an aerial photo and map drawing that encompasses all plat boundaries and the underwater lease boundaries. It will be on disc and we will be able to look at layers. We will go through existing paper records and create a baseline map to reflect the moorage on January 1, 2008. We will ground-truth trouble spots as seen in the aerial photo; these are defined as properties grossly outside a footprint or eaves and walls too close together, for example. The surveyor is investigating the use of Metro maps to reduce cost.
- b. Bob Shepps working with Kathy Harrison to build an Excel workbook to track history of changes to each property, slip size etc. Regarding slip sizes: slip width is recorded on the certificate but not slip length. We recommend slip length also be recorded on slip certificates.
- c. We have improved our turnaround time for architectural reviews.
  - 1) We are doing great and have received a compliment from a realtor, who says she can now assure buyers that architectural reviews will come through in a timely fashion without affecting a sale or loan application.
  - 2) Ed Nelson, Don, and Art deserve special thanks for aiding a member with a quick repair of a nonworking honey pot. The owner originally requested an emergency relocation of the honey pot outside the footprint, but Ed noticed that it only needed to be repaired, and he and Don assisted the homeowner.
- d. We are discussing how to handle a variety of honey pot issues, such as those that are outside the owners footprint and homes that drain gray water into the river.
- e. We are discussing the establishment of a “helping hands” team of volunteers who can assist residents with simple home repair/maintenance needs, if appropriate, such as deck repair, painting, honey pot pump replacement, etc.
- f. P. Johnson asked about the resolution of complaints and said she would meet with M. Puckett to discuss further.

g.

### 2. Human Resource Review – S. Shepps

- a. The committee has determined that our first priority is to write guidelines, policies and procedures relating to our employees.
- b. We will ask the moorage office to provide the current procedures followed for time sheets, overtime, comp time, reimbursement of expenses for mileage, cell phone use, supplies, work clothes, etc.
- c. We will review Oregon Bureau of Labor rules for overtime.
- d. We will review four to five small business Employee Handbooks to determine what different types of information should be included in ours.
- e. We will attempt to recruit more committee members.

### 3. Landscape – P. Fulcher

- a. We will plant summer varieties of plants in the ramp planters this month.
- b. We planted donated Iris, daffodils and coreopsis along the fence line.
- c. We heartily commend Don and Art for their hard work to build and install beaver-proof cages around our new trees and shrubs.

- d. We recommend that the moorage continue with routine weeding to enhance our moorage.
  - e. Ivy, blackberry and stump treatments need to remain ongoing.
  - f. We are researching appropriate slugs and aphid treatments, as well as options for mulch that will break down and enhance the soil.
  - g. We continue to urge the board to fund the completion of the garbage surrounds.
4. Row Captains – L. Myers
  5. Security Coordinator – L. Myers
  6. Parking Policy Review – S. Shepps
    - a. The majority of members have complied with the new policies.
    - b. Most issues are related to attempts to circumvent the policies by:
      - 1) Selling, leasing or loaning their unneeded parking stickers to others.
      - 2) Placing their parking stickers in the wrong location.
      - 3) We agree that violators are costing the moorage extra time and money.
      - 4) These members will receive letters of warning and then be assessed, ticketed or towed.
    - c. It was determined that the new Visitor Parking sign for the overflow lot is not in a good location and it will be moved to make it more visible.
    - d. We are considering placing signs on the entrance gates that designate visitor parking areas.
      - 1) Along the fence between the west gate and ramp 2, and the overflow lot west of the west gate have been designated as visitor parking areas.
  7. Complaint Program Follow-up
  8. Web Page Coordinator – D. Robinson
    - a. All past information has been added to the website except for some recipes, which I am working on.
    - b. I will be happy to add more moorage related photographs.
    - c.
- J. Moorage Representatives:**
1. HiNooN – R. Schmidt
  2. WOOO – P. Johnson
  3. I-5 Bridge Project/Columbia River Crossing - P. Johnson
    - a. There is a new proposal to bring Martin Luther King Boulevard on a separate bridge that would come through the moorage to the Supper Center. We need everyone to pay attention and get involved.
  4. Strategy – M. Tworoger
  5. Portland Working Group – B. Nelson
  - 6.
- K. Close Meeting**
1. Motion made to adjourn and go into executive session by B. Broussard - **Motion passed**

Minutes submitted by: Dick Robinson, Secretary

