

Jantzen Beach Moorage Board Meeting Minutes
June 15, 2010 @ 6:30 PM
Hayden Island Super Center – Portland OR

Officers Present: Peg Johnson, Margaret Puckette, Roy McMaster

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

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

Absent Board Members: Dick Robinson, Laura Craford, Bruce Broussard

JBMI Certificates Represented: Lola Lackey (#1893), Rich Sorem (#1627), Berni Pilip (#1935), Cheryl Grant (#1625), Patti Fulcher (#1741)

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. Member concerned that contractor is storing building supplies on swim float tied to moorage dock.
 - a. P. Johnson asked K. Harrison to tell contractor to remove swim float.
 - b. P. Johnson asked J. Pekrul to review moorage contractor policies and make recommendations to board.
 - c. A non-resident made a plea to the board to reconsider letting him rent in the moorage although he did not meet our screening requirements. Board told him we would have an executive session to address that, following the regular meeting. He declined to attend that meeting.

C. Secretary's Report

1. May 18, 2010 Board Meeting Minutes
 - a. Motion to approve by S. Shepps - **Approved with corrections**
2. May 24, 2010 Special Meeting Minutes
 - a. Motion to approve by S. Shepps - **Approved**

D. Treasurer's Report

1. Profit and Loss by Class – May
2. Balance Sheet, Check Register & Fund Transfers – May
3. Budget to Actual General Operating Fund – May
4. JBMI Aging Summary – May

E. Moorage Managers Report

1. Occupancy:
 - a. 1777 – New House moved in by Julie Rotary
 - b. 1833 – New Tenant – James Davis
 - c. 1839 – New Roommates – Jill Seymore and Ed Fink
2. Collection Issues:
 - a. Resident delinquent in payment. Sent to collections. Garnishment to begin.
 - b. Resident was served on 6-7-2010, and have until 7-7-2010 to answer. If not, collections will seek a default judgement.
3. Resident Issues:
 - a. A letter was sent to resident regarding loud music.
 - b. A letter was sent to resident regarding guests, pets and loud music.
 - c. A letter was sent advising resident of intent to assess for pet violations.
 - d. Resident complained of spider webs and bird nests causing problems in her carport. Don took care of problem.
4. Moorage Complaints and Thefts:
 - a. Member complained about loud music.
 - b. Member complained about loud guests, pets and loud music.
 - c. Member complained about feral cats.
5. Vial-Fotheringham Board Training:
 - a. Topic – “Fraud and Embezzlement”, June 24, 2010.
6. Parking Update:
 - a. Fifteen citations have been issued in the past 30 days.
7. Maintenance – Completed:
 - a. Standpipe repair and re-inspection passed.
 - b. Cleaned out garbage surrounds at Ramp 1,2,3 & 5.
 - c. Fence line spraying and weeding.
 - d. Power washed Ramps 5,6 & 7, and M Walk from Ramp 5 west to the end.
 - e. Repaired sewer and water leak on M-Walk West.
 - f. Fabricating and installing security tops for pedestrian gates.
8. Maintenance – Working On:
 - a. Evaluating intermittent closure problems with the security gates.
 - b. Pump station – working with the new vendor to correct problems of #2 Pump.
 - c. Landscaping maintenance; fertilizing, weed eating, spraying and weed pulling.
 - d. Feral cat and raccoon trapping.
 - e. Fabricating and installing security tops for pedestrian gates.
9. Maintenance – Upcoming:
 - a. Apply “Wet and Forget” to handrail on B-F.
 - b. Power washing carports and spraying for spiders.
 - c. Bank line watering.
 - d. B-F Project.
 - e. Repair and paint two carports.
 - f. Sand and repaint rusted electrical meters.
 - g. Install standoff plates with new bumpers.

F. Unfinished Business

1. Resident Screening Review - K. Harrison
2. A-F Walkway Improvement Project Status – K. Harrison
3. Garbage Surround Update - K. Harrison
 - a. Kathy Harrison said that she would get bids the middle of next week (week of June 21)

G. New Business

1. Money Management - R. McMaster
2. Home Office Approvals - P. Johnson
3. Maintenance Cart - K. Harrison
4. Employee Privacy Policy - P. Johnson
 - a. Kathy Harrison was given a free Privacy Guard for her credit report for six months from the bank due to their error.
5. Employee Expense Reimbursement - K. Harrison
 - a. Don requested a reimbursement of \$1780 for truck repairs because he uses it on the job.
 - b. S. Shepps Moved to give Don \$890. Tie vote broken by president - **Approved.**
 - c. There was a discussion about getting a used golf cart type vehicle with a flat bed back that tilts.

H. Committee Reports

1. Architecture – M. Puckette
 - a. Aerial survey and map of the moorage
 - 1) The Architectural Committee is still studying the following proposal received from a surveyor regarding a precise updated baseline survey of the moorage. We have many questions to answer before we can present this to the Board, so this is for your information only.
 - a) Option 1 - Compliance only (incl. new photography) Proposed Cost - \$10, 270
 - (1) Aerial Photo and overlay line map on CD
 - (2) Moorage name and address
 - (3) ID of each slip
 - (4) No. of each ramp and walkway
 - (5) State Marine Board ID No.
 - (6) Wall to wall and eave to eave measurements
 - (7) All prepared to an acceptable format for the City
 - (8) A good portion of Option 1 is the cost of the Aerial Photo and the GPS survey control needed to make it a usable document for further survey and mapping needs.
 - b) Option 2 – Enhanced moorage map Proposed Cost - \$19, 745
 - (1) Includes all of the above together with:
 - (2) Float dimensions and attachment points
 - (3) Appurtenances location, and dimensions
 - (4) Locations of lease lines

- (5) Recovery of land side monumentation if present (not a boundary survey)
- (6) All presented in a format similar to the 1996 presentations
- 2) NOTE 1: Sample questions to ask surveyor: What software is needed to open the CD? Cost? Confirm resolution is less than 1 foot. Can the locations of our lease lines be obtained as a separate line item if choose Option 1?
- 3) NOTE 2: The surveyor has ideas how the moorage could be modified to accommodate the displaced homes and enhance revenue to the Moorage with increased capacity. They would be glad to offer up ideas at a follow up meeting. Our lease line extends farther out into the river between Rows A through J. These Rows could potentially be lengthened by one to two homes to accommodate homes lost on A and B Rows.
- b. Architecture tracking log - Bob Shepps
 - 1) Member Bob Shepps, in collaboration with the office staff, did a fantastic job developing a spreadsheet so that all architectural information and activities can be easily stored and tracked by Slip #. A draft copy in provided. Please feel free to make suggestion or comments.
- c. Form change
 - 1) The Architectural construction and tracking log will be modified to add space for a contractor name and contact information. This helps the office notify the contractor of moorage policies (e.g. prevent damage to ramps, structures), or contact the contractor if construction material is blocking the parking lot, waterways, or other commons areas.
- d. Other business:
 - 1) Gray water in the river: We are aware that some homes pipe gray water from showers and washing machines, etc., into the river. We will research the laws covering gray water effluent, and discover which homes have this plumbing during honey pot testing.
 - 2) Clutter: Member has removed most of the clutter from his home and it is much improved. He has been cooperative, and he has been encouraged to maintain improvement. Attached is an approval letter from Committee Member Alex Alexander. The letter and photos are attached.
- 2. Human Resource Review – S. Shepps
 - a. The meeting was held on Tuesday, June 1 at 6:30 p.m. at #1975. In attendance were Sher Shepps, Mike Virgin and Kathy Harrison. Absent – Cheryl Grant.
 - 1) We had requested information from the moorage office on their handling of time sheets, overtime and comp time as well as reimbursement of employee expenses.
 - a) Received information on time sheets and overtime – there was no clear procedure on comp time. Sherre wrote that “over the last 5 years, to minimize overtime,” she has “logged overtime (1.0 hrs.) in exchange for time off (1.5 hrs.).”

- b) Sherre wrote the procedure for reimbursement of expenses although Kathy Harrison stated that employees don't have expenses other than mileage.
 - (1) They turn in a mileage log and are reimbursed 55 cents a mile.
 - Don turns his log in every pay period. Art doesn't use his vehicle enough to warrant turning in a log except when going to get a part. Kathy turns in mileage and expenses every pay period.
 - (2) Cell phone reimbursement is a flat \$20 a month for Don and Art.
 - Currently there is no itemization of work vs. personal calls; Kathy's entire bill is paid directly by moorage.
 - c) Mike gave us copies of specific questions and answers regarding the laws dealing with payment of wages, overtime and comp time that he obtained researching the Oregon Bureau of Labor website. He also supplied us with an information sheet on Classifying Exempt Employees as to determining whether our manager should be considered for overtime.
 - (1) Kathy stated that she works 50 hours a week.
 - (2) She said Art and Don are paid a minimum of 4 hours overtime if they are called in on a weekend or evening.
 - d) Kathy provided us with copies of the current time sheet, mileage log and the new timekeeping codes to be used with time sheets. These codes are for itemizing how Don and Art spend their time.
 - e) Kathy stated that Art and particularly Don will no longer be using their vehicles for work inside the moorage.
- b. Committee Recommendations:
- 1) That codes be supplied for Sherre to itemize her time. These will also be helpful for new employees and for clearer job descriptions.
 - 2) That an additional line be added to all time sheets, expense sheets, etc. for the manager's signature & date signifying review & approval.
 - 3) Research be done on the cost vs. benefits of buying a used golf cart type vehicle (with heavy equipment cargo area) for the numerous trips back & forth within the moorage.
3. Landscape – P. Fulcher
 - a. No report
 4. Row Captains – L. Myers
 - a. No report
 5. Security Coordinator – L. Myers
 - a. Reviewed plans to add security pegs to top of walk-in gates
 - b. Discussed current security plan and cost
 - c. Discussed security gate plan for after hours.
 - d. L. Myers got gate reset codes from Don so Don doesn't have to be called to reset gates
 6. Parking Policy Review – S. Shepps
 - a. There was no committee meeting in June
 7. Complaint Program Follow-up – Feb: Laura Craford, Mar: Need New Director
 - a. None

8. Web Page Coordinator – D. Robinson
 - a. No Report

I. Moorage Representatives:

1. HiNooN – R. Schmidt
 - a. No report
2. WOOO – P. Johnson
 - a. No report
3. I-5 Bridge Project/Columbia River Crossing
 - a. No report
4. Strategy – M. Tworoger
 - a. No report
5. Portland Working Group – B. Nelson
 - a. No report

J. Close Meeting

1. Motion made by S. Shepps

K. Executive Session

1. Board went into executive session to discuss a tenant application.

Minutes submitted by: Dick Robinson (from recording), Secretary

A handwritten signature in cursive script, appearing to read "Dick Robinson".