

Jantzen Beach Moorage, Inc. (JBMI)
Board Meeting Summary Minutes from
February 15, 2011

Board of Directors (BOD) Present: Bruce Broussard, Laura Craford, Leonard Myers, Barbara Nelson, Jerry Pekarul, Margaret Puckette and Sher Shepps

Not Present: Roy McMaster

Certificate Holders Present: 1613, 1625, 1639, 1641, 1649, 1663, 1799, 1883, 1927, 1935, 1955, 1975, 1783, 1983, 1975, 1999 and 2007

Margaret Puckette made an announcement that the annual JBMI meeting will be held on February 15 at the mall, 6:30 p.m. All the candidates are qualified to run for Board of Director positions.

❖ **Open business from the floor**

- **1935** He read a letter he had written to the Board.
In Daniel Florea's letter, he "...apologize to all those members, I have angered...." He "will stop harsh criticism and tone down the rhetoric....."
- **1641** – She asked for clarification of the meeting rules. Margaret read the rules of conduct.
- **Bruce Broussard** asked when the election ballots would be counted and the process. There will be five monitors present during the counting process. Three names were drawn from a hat to count the election votes. Chuck Hindenburg received all the appropriate ballots but he's missing two return envelopes. Kathy Harrison will send out the return envelopes to Chuck. There will be three people counting ballots and five observers. The process will include the following criteria:
 - ✓ No Board or Officers will be involved with the counting process.
 - ✓ All signatures will be checked.
 - ✓ All ballots will be counted twice.
 - ✓ Names will be cross-checked with the slip.
 - ✓ All ballot information will be put into the safe.

❖ **Secretary's report**

January 18 Board Meeting Minutes – Two revisions: 1) Barbara Nelson will not form a design committee. 2) Leonard Myers requested to change the December 21 minutes and strike the language: "...that Leonard Myers had threatened to kill another Board member". Board members voted to allow this change to the minutes.

Bruce Brossard made a motion to accept the minutes as revised. Sher Shepps seconds the motion. Vote passes.

- ❖ **Treasurer's report** – All reports are reviewed by Board Members. Since Roy McMaster was not present, it was suggested to review the unaudited financial reports and contact Roy after the meeting with any potential questions. Roy will be asked the review the reports and submit his comments or questions to all of the BODs.

Profit and Loss (P & L) by Class YTD

Check Detail Report

P & L Budget to Actual – General Operating Fund – Leonard had questions regarding the mileage and cart costs.

P & L Budget to Actual – A-F Walkway Improvement Project – Certificate Holders had concerns about the slant on the new walkways. More floatation is needed and an outrigger is needed on Row D.

Expenses by Vendor Detail

A/R Aging Summary – The report reflected a zero balance for 1983. Corrections will be made to the accounts that reflect zero balances, incorrectly.

❖ **Moorage Manager’s report**

- ◆ Occupancy Report: Three new residents.
- ◆ Collections: One
- ◆ Resident Issues: Six
- ◆ Theft & Vandalism: Three
- ◆ Security: The computer was replaced for the security gate system.
- ◆ Comcast: The attorney is reviewing this agreement and does not recommend signing their proposed agreement.
- ◆ Ross Island Sand & Gravel: 1965 has worked with RIS&G and successfully reached an agreement for them to adjust their lighting to reduce impacts to JBMI residents.
- ◆ Parking Update: 11 citations were issued over the past 30 days.
- ◆ Maintenance - Completed projects
 - Replace lighting near Ramp 7
 - Replace lighting on walkway
- ◆ Maintenance - On going projects
 - Winter damage repairs (broken ball valves/water lines)
 - Winter prep (rock salt on ramps, checking connections, etc.)

Parking Patrol

Sewer/water readings

Walkway Project

Check dumpster areas/trash pick-up

Security Gate Repair

Parts Run (Walkway)

- ◆ Maintenance – Upcoming projects
 - A-Row Upgrades
 - Install Dock Carts load limit/Ramp assignment stickers
 - Repair damage at East End Pedestrian Gate
 - Install Garbage Surround signs
 - Inspect Pump Station/replace filter
- Replace Stand-offs
- Prune shrubs and trees
- Fertilize landscaping
- Inspect fencing

Inspect structures

Inspect fire extinguishers

1. **A-F Walkway project status report** – This project is 2/3 completed and in the final phase. The hand railing is completed through Row C.

2. **Update on plan for maintenance staffing, temporary or part time hiring**

Bruce asked for recommendations to replace Art Ellis who has given notice at JBMI. Kathy recommended hiring a part time person at \$13.00/hour. Several believed that \$13/hr is too low of wage working at JB MI given the needed skills. One certificate holder recommended going through an employment service agency to reduce liability issues. He recommended “Qualified Industrial”. Margaret asked Kathy to provide cost and employment services options.

3. Update on request to lease 1815

Jane Betts recommends selling the slip on a contract.

4. Catch basins – It was recommended to obtain bids to pump out the catch basin drains.

5. East parcel – Legal counsel is reviewing the ownership status and available options. Currently, JBMI owns the parcel and is leased by Columbia Crossings.

❖ **Unfinished business**

1. Row A concerns – This agenda item was concluded at the January Board meeting and sent to committee representation.

- **Compensation during condemnation, buy-out** – Jay McCaulley to provide a report.
- **Request to lower dues** – Jerry Pekrul to provide a report.

❖ **New business**

Crosswalk for N. Jantzen Avenue – Michelle Tworoger will work with Ron Schmidt on this issue.

❖ **Committee team reports**

- 1. Human Resources review** – No report. New Board members will address this committee.
- 2. Architecture** – Violation letters which might result in assessments were sent to some Certificate Holders. An architectural assessment policy is under review. Alex will do follow up via phone calls.
- 3. Landscape** – No report
- 4. Row Captains** – No representative
- 5. Security Coordinator** – No report
- 6. Nominating Committee** – See notes above

❖ **Moorage representatives**

- 1. HiNooN** – Written report provided.
- 2. WOO** – Written report provided.
- 3. I-5 Bridge Project** – Alex and Barbara Nelson provided an update with renderings of views from the top and below of each bridge design. The pedestrian and light rail particulars were discussed. Alex has spoken with the engineer and Row D will be directly impacted. The impacts already include Rows A – C. Land purchases may happen in early 2012.
- 4. Portland Working Group** – See I-5 notes above

Adjourned at 8:47

Respectively Submitted by Michelle Tworoger