

**PORT OF GARIBALDI  
MINUTES OF MEETING  
JANUARY 20, 2010**

**OPEN REGULAR MEETING**

The **regular meeting** of the Port of Garibaldi was called to order at 7:01 p.m. by President Pro-tem Mary Sause in the Rockaway Beach City Hall.

Commissioners present: Mary Sause, John Luquette, Bob Browning, Sarah Absher

Commissioners excused: Val Folkema

Staff present: Kevin Greenwood, Betty Thomas, David Olson

Visitors: Joe Wrabek, James Jensen, Sr., Tom Olsen, Jr., Terry Walhood, Kari Fleisher, Tron Buell

**MINUTES OF PREVIOUS MEETING**

Minutes of the regular meeting of December 9, 2009 were reviewed. Motion by Browning, seconded by Absher, to approve minutes of previous meeting of December 9, 2009 as amended. Motion carried 4 - 0.

**FINANCIAL REPORT**

Motion by Browning, second by Luquette, to approve the December 2009 financial reports and payment of bills. Motion carried 4 - 0.

**PUBLIC CONCERNS**

Manager Greenwood introduced the Rockaway Beach Mayor, Terry Walhood, and thanked the City of Rockaway Beach for allowing the Port to hold its meeting at city hall, noting Rockaway Beach is in the Port District. Greenwood noted that next meeting will be held in Bay City.

**NEW BUSINESS**

**RESOLUTION SETTING RATES, FEES, AND CHARGES**

Commissioners Browning and Absher felt the rate resolution should be discussed, but not voted on at this time until the public had more opportunity to review the increase. Manager noted that the resolution is on the web site. Commissioner Browning will pass it around to the fishermen. **Subject deferred to next meeting.**

#### **BUDGET COMMITTEE AND BUDGET OFFICER APPOINTED**

Commissioner Sause noted we had three budget committee openings and three applicants. Motion by Absher, second by Luquette, to appoint Paul Daniels, Joe Wrabek, and Kari Fleisher to the budget committee, to appoint Manager Greenwood as the budget officer, and to approve the proposed budget schedule calendar. Motion carried 4 - 0.

#### **100 YEAR ANNIVERSARY PLANS**

Manager recommended contracting with Tom Olsen to produce a documentary for the Port's 100 year anniversary. Tom Olson noted he is looking for historical photos, films, documents, and people that can be used in the **30-minute documentary**. Olsen noted that items can be turned in to the Port office and he will produce a digital copy as a thank you for allowing the item to be used. Motion by Browning, second by Absher, to accept Tom Olson's proposal to produce a documentary in the amount of \$8,775 plus licensing fees. Motion carried 4 - 0.

Commissioner Sause noted that Tom Olsen will be at the Garibaldi Museum on January 30<sup>th</sup> from 1:00 p.m. to 3:00 p.m. to meet with the public about the port's history.

Manager reported that the Hawaiian Chieftain sailing vessel will not be here for the Crab Races as hoped, but will be here in April.

Commissioner Sause suggested selling T-shirts for crab races with the Port's 100 year anniversary logo on the back.

#### **MANAGER'S ANNUAL EVALUATION PROCESS**

The evaluation process proposed by Manager was reviewed. Motion by Luquette, second by Browning, to accept the Manager's Evaluation Process. Motion carried 4 - 0.

#### **RESOLUTION NO. 2010-01 ESTABLISHING CAPITALIZATION POLICY**

Manager reviewed the need for a capitalization policy on amounts over \$2,500 to assist staff in tracking expenditures. Manager noted that a policy is required by federal accounting standards (GASB). This is a lower threshold and keeps capitalized projects from appearing as operations expenditures. Motion by Luquette, second by Absher, to approve a resolution establishing a fixed asset capitalization policy. Motion carried 4 - 0.

## OLD BUSINESS

### **READ AN ORDINANCE (NO. 17) AMENDING ORDINANCE NO. 15 TO FURTHER DEFINE PROVISIONS FOR TRANSIENT MOORAGE AND TO INCLUDE ENVIRONMENTAL BEST PRACTICES BY TITLE ONLY**

Manager noted that the Commission may adopt an ordinance by reading only the title at two consecutive meetings. Last meeting the Commission approved reading the ordinance by title only. Motion by Browning, second by Luquette, to read Ordinance 17 by title only. Motion carried 4 - 0.

Manager Greenwood read the title of the ordinance.

### **ADOPT AN ORDINANCE (NO. 17) AMENDING ORDINANCE NO. 15 TO FURTHER DEFINE PROVISIONS FOR TRANSIENT MOORAGE AND TO INCLUDE ENVIRONMENTAL BEST PRACTICES**

Greenwood noted that changes can be made to the ordinance without re-starting the process and that the suggested changes from the December meeting are included in tonight's ordinance.

The Commission agreed that the Environmental Best Practices should be done by resolution rather than in an ordinance as environmental practices may change.

There were also changes to the Charter Policies removing references to specific businesses and insurance amounts.

Motion by Luquette, second by Browning, to adopt Ordinance 17, amending Ordinance 15 to further define provisions for transient moorage. Motion carried 4 - 0.

**RESOLUTION 2010-2 ESTABLISHING ENVIRONMENTAL BEST PRACTICES**  
Motion by Absher, second by Luquette, to adopt Resolution 2010-2, A Resolution Establishing Environmental Best Practices. Motion carried 4 - 0.

### **PARCEL 2 - QUITCLAIM DEED AND WELLS FARGO SETTLEMENT AGREEMENT**

Manager reviewed the Quitclaim Deed and Port attorney's email regarding the Release and Settlement Agreement with Wells Fargo Bank regarding Bay Ocean Seafood's Parcel 2 lease. The quitclaim deed relinquishes any interest that the Port may have in the building and improvements. The Port is required to consent to the release and settlement

agreement between Princehouse and Wells Fargo that legally summarizes the financing relationship between those two parties. It was noted that the taxes and utility bill has been paid. The city will be billing Wells Fargo for a turn-on/turn-off in February to retain the 4-inch water meter. Motion by Browning, second by Absher, to authorize the President to sign the Quit Claim and Settlement Agreements subject to completion of the payment for SDC renewal to City of Garibaldi. Motion carried 4 - 0.

## **COMMISSIONERS CONCERNS AND REPORTS**

### **2009 ANNUAL REPORT**

Commissioner Sause noted the 2009 Annual Report required by ORS 777.140(2) and felt it was a good thing to show what has been accomplished in the prior year. Copies were distributed to the public. Motion by Luquette, second by Browning, to approve the 2009 Annual Report summarizing Port activities for the year. Motion carried 4 - 0.

### **COMMISSIONER LUQUETTE**

Luquette reported on a wave energy project that was a jetty breakwater energy system. He explained the process noting the proposed location is at the end of the North jetty. He noted that TIDE and FACT are in favor of the project. The next step will be to have a meeting with the Corps of Engineers key people and County officials. Luquette noted the project is being proposed by a Norwegian company.

### **COMMISSIONER SAUSE**

Sause continued to discuss the wave energy project noting there may be grant monies for a feasibility study. She also noted that Representative Debbie Boone helped get us connected with the Norway company.

Sause also reported on the OPPA meeting in Salem, noting several other ports have 100 year anniversaries this year as well. Sause reported on the ribbon cutting for the new college, noting the college is hoping to expand the EDC program for the community.

Sause noted she has been acting as pro-tem president, and thanked the commission for their assistance during President Folkema's absence. She noted that President Folkema hopes to be back in late February or early March.

#### **COMMISSIONER ABSHER**

Absher reported attending Col-Pac and NWACTION meetings. She noted projections that we are beginning to come out of the recession, though slowly. The Hwy 26 tunnel project was reviewed. She also felt that NOAA's locating in Newport should help the entire coastal economy.

#### **STAFF REPORTS**

##### **MAINTENANCE SUPERVISOR'S REPORT**

Olson reported that the crew will be working at Pier's End to prepare for a new tenant including the addition of a new 40-ft. dock. He noted that Parcels 5 and 20 are cleaned up and ready to rent. He also noted plans to gravel an area near Jerry Creasy Way for overflow boat/trailer parking and vehicle event parking.

##### **OFFICE MANAGER'S REPORT**

Thomas noted the mileage rate changed to \$.50 per mile. She reported the Port had applied for an SDAO grant for additional cameras. She also asked if any other board members were planning to attend the SDAO conference in Seaside.

#### **MANAGER REPORT**

##### **GARIBALDI MARINA PAYMENT PLAN LETTER**

Manager noted the letter from Jeff Folkema regarding payment on his past due account, noting it will be two months before any significant progress can be made. Manager appreciated Folkema's keeping the Port informed, and noted we'd need to take a harder look at the account again in a couple months.

##### **STRATEGIC PLANNING PROCESS/CAPITAL FACILITIES PLAN**

Manager noted there should be grant funding to pay for both the Strategic Business Plan and the Capital Facilities Plan, noting a project cost of \$70,000 with \$49,950 grant.

##### **PARCEL 36 - 103-A S. SEVENTH STREET APARTMENT**

Manager noted that the Latter Day Saints Church has rented the apartment for their missionaries. He expects this to be a long-term rental relationship.

Manager also noted there is a loan on that property with a balance of around \$200,000 that has a \$1,500 per month payment. All rents total \$1,200, meaning a loss of \$300 per month plus costs of insurance, taxes, water/sewer, and

maintenance. He suggested that since interest rates are so low, we may want to use some reserves to buy down the loan and have a net monthly income profit. Absher asked for a projection to show the long-term savings to justify using the cash reserves. Manager noted he would also provide financing comparables. This subject will be looked at in the budget process. Olson noted that building paint needs to be painted as well.

#### **BOAT BASIN EXPANSION - PUBLIC/PRIVATE PARTNERSHIP**

Manager noted that he's been unable to work on the public/private partnership discussion. This may not be as timely since the City/County comp plan grant was denied in the first go-around. There may be an additional round of awards but that's been put off until after the Measure 66/67 election. If the plan is not funded through this program, we can resubmit in March under the Coast Zone Management grant process. Either way, this isn't a pressing issue until the Comp Plan's are updated to reflect the boat basin.

#### **PIER'S END VACANCY**

Manager noted the Pier's End structure is for rent. A 40' dock will be added. Absher asked about a DSL permit for the dock. Manager noted there had been a dock there before and he had spoken with DSL that felt the use was not changed, but Manager will verify with DSL. Staff assured Browning that the dock will be brought in during the winter.

#### **ADVERTISING VACANT PARCELS**

Manager asked how the board wanted to advertise vacant parcels, whether to advertise or use a month or two to do a RFP (Request for Proposal). Commissioner Sause wanted an RFP process. Manager noted that an RFP process may allow for greater awareness through advertising. Absher felt a serious renter that is a good fit would pay off in the long run. Browning wanted to see local business, but was OK with the RFP process. Consensus for Manager to develop RFP's for vacant parcels (Parcels 5, 20, and 21).

#### **GATEWAY SIGN**

Manager noted that the Port is waiting for the sign designer, Tim Turner, to submit engineered plans. Luquette noted the prior concerns about how to add businesses to the sign. Manager noted that ODOT does not allow commercial interests or advertising of specific businesses, though generic topics could be listed (crabbing, fishing, marina,

charters, or etc.) Manager noted that the Commission had not given specific consensus on which sign design they preferred only directing staff to get additional costs for the utility work. Additional comments about adding a larger arrow and ways to include topics such as crabbing, fishing, charters, and etc., and ask for a better price.

Absher noted she liked the lit sign with the rope pole to get people to turn off of the highway, and felt the sign by Tim Turner could be at the Port entrance replacing the existing sign. She felt that a lit highway sign plus an interior sign was the best approach to signage. She suggested using the high school to make a wooden sign to assist in costs. Browning agreed. Sause and Luquette disagreed.

Manager suggested having a workshop. He noted that Tim Turner's sign exceeded the \$20,000 budget, which also needs to include work on moving the lines which will block the sign.

**WASHINGTON D.C.**

Manager is going to Washington DC February 1-3, 2010 to discuss the jetty project and will follow up on the wave project as well while he is there.

**ADJOURNED**

The meeting adjourned at 8:12 p.m.

Respectfully Submitted,

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Mary Sause, Pro-tem President

ATTEST:

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Robert Browning, Secretary/Treasurer