



APPROVED 11/19/2020

MINUTES

BOARD OF COMMISSIONERS

SPECIAL MEETING

ALSO SITTING AS THE LOCAL CONTRACT REVIEW BOARD

THURSDAY, NOVEMBER 5, 2020, 6:00 P.M.

VIA ZOOM – Contact mbradley@potb.org for meeting information

1. Call to Order @ 6:10 p.m.
Recognition of Persons Present: Commissioners Jack Mulder; Sierra Lauder and Matt Mumford. Chris Sween and Jim Young absent.
Port Staff: General Manager Michele Bradley; Pami Boomer; Sandra Neumiller and Margaret Amick
Milt Johnson, CPA with Brian P. Fitzsimmons, CPA in Lincoln City
2. Milt conducted the workshop in Municipal Financials to help the board understand how municipal budget requirements differ from private businesses. He said that when he reviews financials for organizations the size of POTB, he looks for disparities between revenue and expenses while discounting any figures less than \$1,000 dollars because they don't make a big difference. He will question if there is revenue not offset by expenses or expenses without revenue. He also questions entries that are out of the ordinary, either higher or lower than usual.

Matt asked why personnel costs aren't shown in aggregate instead of broken out. Michele and Pami explained that they are distributed so labor costs can be tied to individual projects when calculating return on investment and setting rent rates.

Sierra asked if it would be best practice to rotate through the financials of one department each month to gain an idea of what the figures represent. Over the course of the year the board will have a good understanding of the overall financials and what is happening on the Port. Milt said he liked the suggestion and said it would be easier for the commissioners to review each month and to come up with questions for Pami.

Jack asked if the amount of detail in the financial report is required when the amounts are minimal. Pami said that the report was set up that way when she got it but she recently took a training class for Abila and thinks she can revise it. Michele said that the auditor said that recurring entries should have their own line items. He asked if the Port should budget to balance at the end of the year. Milt says he prefers overbudgeting expenses and having funds left over than having to do a supplemental budget for unexpected expenses during the year. He said that the budget should be a guide but also flexible enough to allow for unforeseen opportunities.

Matt asked if the Port has a reserve fund and Michele said not as a typical reserve fund. The money put into the pool has a surplus over what amounts are designated for specific expenses. Those funds serve as reserve funds for unplanned expenses. Jack asked if each department should have lower expenses budgeted but then have a contingency fund that can be used for unplanned expenses. Matt suggested having a contingency fund for each department. Milt explained that at the bottom of the budget is a line for unappropriated revenue that serves the same purpose. Michele is concerned that if the funds are designated for a department then it would limit the flexibility in spending.

Sierra said the workshop was very helpful and that she feels more confident in her understanding of the budget and financials.

NOW SITTING AS THE LOCAL CONTRACT REVIEW BOARD

3. Discussion and Consideration of Notice of Intent to Award a Contract to IRS Environmental of Portland in the Amount of Forty-Six Thousand Three Hundred Forty and 00/100 (\$46,340.00) Dollars for the Building 69 Asbestos Abatement Project; and Directing the General Manager to Sign Contract Documents. The Port has received a \$60,000 grant with a \$40,000 match requirement to demolish Building 69. Michele explained that this contract is just for removal and disposal of the asbestos in the building. The Alternate Bid A-1 is for demolishing and disposal of the rest of the building and the Alternate Bid A-2 is for the demolishing of the rest of the building plus the concrete foundation. The board discussed whether it would be feasible for the Michele thinks that the prospective tenant for that property may want the concrete pad left alone and she expects to be talking with them before the next board meeting. The board decided to table Items 4 & 5 until the November 19 meeting in order to find out if the concrete will need to be demolished. **Matt moved to approve the Notice of Intent to Award a Contract to IRS Environmental of Portland in the Amount of Forty-Six Thousand Three Hundred Forty and 00/100 (\$46,340.00) Dollars for the Building 69 Asbestos Abatement Project; and Directing the General Manager to Sign Contract Documents. Sierra seconded, and the motion passed 3-0; Chris Sween and Jim Young absent.**
4. Discussion and Consideration of Accepting Additive Alternate Bid A-1 from 3 Kings Environmental, Inc., in the Amount of Thirty-Three Thousand Fifty and 00/100 (\$33,050.00) Dollars for the Building 69 Asbestos Abatement Project (Demolition of Building Only); Directing Issuance of a Notice of Intent to Award Contract for Same; and Directing General Manager to Sign Contract Documents. Tabled to the meeting on November 19.
5. Discussion and Consideration of Accepting Additive Alternate Bid A-2 from 3 Kings Environmental, Inc., in the Amount of Fifty Thousand One Hundred Fifty and 00/100 (\$50,150.00) Dollars for the Building 69 Asbestos Abatement Project (Demolition of Building and Foundation); Directing Issuance of a Notice of Intent to Award Contract for Same; and Directing General Manager to Sign Contract Documents. Tabled to the meeting on November 19.
6. Adjournment @ 7:36 p.m.

Next Meeting: Thursday, November 19, 2020 – POTB Regular Monthly Meeting, 6:00 pm