

## VERMILION PORT AUTHORITY

October 12, 2017 - 6:30pm @ Vermilion Municipal Complex, 687 Decatur, Vermilion, OH

Roll Call: D. Miklos; T. Sommer; R. Strauss, B. Carrick, P. Corogin  
Also Present: B. Yancar, PORT OPERATIONS MGR.; F. Loucka, COUNCIL REPR

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**R. Strauss MOVED**; D. Miklos seconded to approve the minutes of the September 14, 2017 meeting. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

### **CORRESPONDENCE/OPEN (Audience) DISCUSSION:**

Jim Gross commented on his observation of the ditch by waterworks on Main Street that is torn up and about the inability to use the restrooms.

### **FINANCIAL REVIEW:**

B. Yancar submitted for review the Statement of Cash from Revenue and Expense and Fund 214 (Vermilion Port Authority Special Revenue) and as reported last month since there has been no current financial statements updated by the finance department, the Port has an ending balance of \$33,768.70. The ending balance in fund 411 (Port Authority Capital) is \$15,492.89. B. Yancar reported that since revenues aren't showing true numbers at this time, the finance director is keeping a tight handle on expenditures even though B. Yancar knows there is more money available than what is currently listed. The board expressed concern and questioned why reports are not up to date to give more accurate reporting on the actual numbers.

He provided members with a monthly recap of lease deposits; Riverside in a total amount of \$10,895 and Clarion Drive and Water Works Lease Payments totaling \$13,130. The year to date deposits total \$219,084.87. The total deposit for special events, donations and miscellaneous revenue is \$71,067.00.

He reported year to date dock revenue for McGarvey's Landing is \$17,216.50 and Water Works received \$51,695.64. The S.S. Launch Ramp to date has received \$26,055.00.

### **PORT OPERATIONS REPORTS/OLD BUSINESS:**

B. Yancar provided the members with potential/actual projects for Water Works, McGarvey's Landing, South Street Ramp, Exchange Street, Clarion Drive, and general as submitted: (Red print shows additional discussion and updates since last month's meeting)

Water Works Marina:

1. Inspected catch basins black top for possible repair. Black top sunk around basins, Tony V. checking on free repair patch by city or Herk. **City work on water lines has caused multiple cleanups of debris from driveway and catch basins.**
2. **Strittmather billed us for the Ferry St. End backflow preventer for the vault (\$603.00).**
3. Pedestal between #16 and #17 docks has not been lighting up. Ordered parts thru Eaton. Eaton sent wrong electrical kit, will reorder. **Correct parts were received, repair completed.**
4. Valley Harbor has started pulling docks. **To date, 5 docks remain, including the pump out dock.**

McGarvey's' Landing:

1. **Replaced a 50A breaker in pedestal #2.**
2. **Replaced 2 photocells in pedestals**

South Street Ramp:

1. It is recommended that we buy a battery backup for our system due to phones now being powered by our computers router (\$150).
2. Work boat has a leak in the port side pontoon. Crack in welds are present on brackets for deck. No other leakage is apparent, at this time. We are looking at further analysis of leakage and weld repair costs with Doug Reer on Sunday 8/13/17. We pulled the pontoon at Valley Harbor and did a more thorough inspection. The weld cracks were more extensive than first seen and a 24" crack were found along the inner wall of the port pontoon. ~~Doug Reer can repair for around \$300/\$350 (2 days) + approx. \$150 in tools/mat.~~ Bill M. will donate his time to disassemble and reassemble the pontoon at Valley Harbor. Dave Phillips is donating his time and equip. to do the heavy work. The Police Dept. will split the cost of repair, since they are a major user.

#### Clarion Drive:

1. Must replace 6x6 post (4<sup>th</sup> from south end of bulkhead).
2. Have 3 new potential Lease candidates. Lease renewals sent out with return request for "by 11/15/17".

#### Exchange Street:

1. New Lease Customer (Terry Brualdi), SD North has been leased for the 2018 Season @ \$2450.00 (35'). All 3 dock spaces will be "Lease Only", starting 2018. Pd.\$1,225.00

#### All Other:

1. Haverfield invoice balance. Email Teresa Mosley /Peter Corrigan. Peter will check
2. Had a meeting with Mary Hoholski, Patty Kishman and Nancy Carr-Gonzalez. Reviewed proposed site for installation, movie of Dock Master Canoe/Kayak launching, proposed installation layout. Got a 100% buy in to our proposal. Patty Kishman mentioned, as a side note, does Dock Master have tilted end roller ramp as an option (not diminishing 100% approval of existing proposal). Further, sent site pictures, dimensions, and all requirements to Dock Doctors for final estimate of cost and delivery. All aspects of the project are complete including final decision on colors, inclusions, submission to Fund Advisor at LEE of proposal. Peter will front the down payment to get the ball rolling until the finances are released from LEE (\$40,750). The final \$ are dependent on final freight calc. A new project has surfaced that is associated with the new facility. We are looking in to installing 2 pedestals to compliment the facility. One of the pedestals will be for having power to operate a pump, to pump river water for dock cleaning. One pedestal will be to provide electricity for events at the general location. I have contacted Randy Ohly at the Sewage Treatment Plant for permission to tap in to his security light. Randy will also fast track his upgrade to the entire Plants lighting and security systems. Requested quote from Strittmather and Satellite for electrical work. Mary Gonzalez 772-979-1706, kayak ramp interview by Photo Journal on hold. We have a change order #1, for the Dock, the Gangway will now be 6' wide with a handrail on the right side and an ADA curb on the other side. Decking will be same as on dock. Composite shoe and tread plate will be added. ADA Curbing will be added to the entire assembly. N/C \$ on change order!! Bill M. requested 15' spud bars instead of 10'. Change order was reviewed with Peter Corogin and Kayak Committee for approval. We are now looking at connecting a water line to the base of the security light pole; this would be tied to the Water Treatment building nearest the fence. The electric will be run down the same pole ending in a twist lock receptacle to prevent unauthorized usage. The line will then be run to the furthest northern parking lot post with the same receptacle. Still waiting for quotes from Strittmather and satellite for plug/light/running new overhead lines to the poles. Randy Ohley looking at running electrical lines "in house" (Chris Jansen). Landscaping Committee (PC,DC,BM,BY) met at the Kayak site to evaluate location. 3-7 trees identified for removal. Quotes from Eco tree and Edwards, both are

\$3,000.00 for an 8 hr. day. Dana has ordered 2 new trees for planting in Late September. Further details of Landscape Committee findings attached. **Trees (2) will cost \$760.00, working with Brian Keller to secure an appropriation/P.O.**

3. VPA Facebook page recovery with B. Carrick. **Brian is now the Account Administrator.**
4. Part 1. Conducted a complete electrical inspection with Ed Henderson as directed by Building Inspector Bill DiFucci per Tony Valerius. Was prep. for City Council Meeting. We had a 100% failure rate for all locations.  
  
Part 2. Council deferred subject to the Port Authority. Tony V. very anxious to make change to GFI breakers. Contacted 3 Electrical Contractors for estimates (Strittmather – satellite – Calahan)  
  
Part 3. Although I reported that the City would pick up the Electrical Inspection Cost, it looks like Tony V. thinks it should be picked up by the Port. Tony also thinks the Port should pay for the upgrade. Budget !!!  
  
Part 4. Strittmather has declined to quote on the Project. Satellite has not returned several calls for update. Calahan has quoted (\$12,470/\$18,491) A secondary conversation with Garth Grob yielded the following: since the breaker replacement is not a new installation, it does not require a certified electrician to install. **Tony requested an update on 9/8/17 of cost for the upgrade. Tony stated that the City would want a certified Electrician to perform the work. Contacted Scott Bartlome for quote (440-897-8116). Scott will try to make time to review locations and requirements ASAP.**
5. George Phillips Memorial – collected \$835.00 in donations to the Port General Fund (214 acc.) from funeral envelopes. Carrick has collected additional \$950. **No additional contributions since last meeting.**
6. We will salvage the 4x4 material and dispose of the rest at Main Street Vermilion storage area. **Storage area cleaned out, 8 4x4 recovered.**
7. Security Metrix, Justin Udell on PCI compliance (\$85.00/yr.). Working on our compliance with Ipayment. **PCI compliance completed with Ipayment, Certificate of compliance received (N/C). Also, Finance Department now has access to Ipayment to secure monthly statement.**
8. Duck Dash 500 2017 Gross Sales incl. 50/50      \$11,482.00:

Expenses to date:

- 1<sup>st</sup> place winner - \$1,000 – Del Sauer (donated \$500 back to the VPA)
- 2<sup>nd</sup> place winner - \$500 - Betty Blakley
- 3<sup>rd</sup> place winner - \$250 – Jessica Kast
- Top ticket Seller - \$100 – Zac Hoenig
- Top Business Seller – \$100 - QS&L
- **Top Board Member Seller – Our Appreciation – Carrick**
- Expenses to date:
  1. Prizes - \$1,450.00
  2. Ducks - \$864.00
  3. Ad - \$200.00

4. Duck Decorations/etc. – \$167.00
5. Silicone - \$50.00
6. Randy Strauss – \$107.82
7. Backup Ducks - \$169.75

Current Total - \$3,008.57

Current Net - \$8,473.43

9. All Republic trash collection cut in half.
10. Received a delinquency penalty notice from the Erie County Treasurer for \$360.20. Talked with the Erie County Treasurers' office to see if the penalty could be dropped. Processed forms for a "Remission of Late-Payment Penalties.
11. Secured 150 gallons of antifreeze for winterizing our facilities. Ace Hardware gave us a price of \$2.39 per gallon. Material has been placed in the respective operating areas in advance of winterizing.
12. Received notification from the ODNR that there will be no "Submerged Lands Lease Rental Disbursement for Fiscal Year 2017". (2016 - \$361.57)
13. Communicated with Huntington Bank regarding a secondary account related to the use of credit card processing equipment and related fees. The secondary account was established with 1<sup>st</sup>, Merit, when we used their card processors services. We will recover approx. \$270.00 back from Huntington.
14. Centurylink will change our billing to exclude all services except basic phone, so that we can continue forwarding 967-7087 to our new number. We were being billed \$141.00 per month for the full array of equipment and services. The remaining services should be in the \$45.00 area. Upon further examination of "Telephone" expenses, I found that we were charged approx. \$1600.00 for fiber installation and that our monthly usage fee is \$537.50 from now on. An appropriation for \$6,000 was applied to the 214 operating account the Finance Dept.
15. FYI – Have received some inquiries for Jet Ski dock storage.
16. FYI - We have 2 operational handheld marine radios. They are shorter range than the older ones that no longer work. Communication with Customers is more difficult due to poor reception.
17. FYI – A depth sounding was taken at the row of Lyman Boats/Disbrow. 2'
18. Have a late season request for extended dockage for a fisherman who wants to move his boat to a more convenient location.
19. Port Insurance Company looking for additional information regarding all docks owned by the Port Authority. We are covered for liability claims but not for damage to the docks. I will get more detail when we meet next week.

#### **NEW BUSINESS:**

R. Strauss brought up the issue on priming the pockets/bolts on the water tower. T. Sommer said he would like feedback from the insurance company to see if it's well worth spending the money on the tower because the tower is going to be around for many more years.

T. Sommer showed the members pictures of the trailer he has which would provide as handicap bathrooms at the ramp. He will bring a floor plan of the building. He said they need to put some thought into a place where they would like to locate it after they find out where the sanitary and water is. The building can be winterized very easily.

B. Yancar advised the members that the telephone budget line item under McGarvey's Property was changed to \$6,000 which is very high compared to what they were told back in 2014 when they discovered fiber optics availability that would bring the costs down. The board had grave concerns regarding this and asked the clerk to review the minutes in 2014 when this was discussed. B. Yancar said he would continue working with the finance department to figure out how these phone costs are being allocated.

B. Yancar noted he would send out the 2018 budget proposal to the board members prior to the November meeting.

P. Corogin asked Bill if he had communication with Lee Howley about the paperwork process on the dredging permit, and Bill Yancar said yes and the permit was extended.

**R. Strauss MOVED**; D. Miklos seconded to approve the expenses due Bill Yancar in an amount not to exceed \$207.85. Vote 5 YEAS. **MOTION CARRIED**.

**ADJOURNMENT:**

T. Sommer adjourned the meeting upon no further discussion.

**NEXT MEETING:**

November 9, 2017 @ 6:30pm; Meeting Place - Ramp Office, 777 W. River