

**NEWPORT YACHT BASIN ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**

**December 6, 2016**

Notification for this meeting was given during the October 12, 2016 meeting. Kyle sent out an agenda ahead of the meeting which is included with these minutes for reference:

**AGENDA**

**NYBA BOARD of DIRECTOR'S MEETING**

**Tuesday Dec 6, 2016 8:00 AM – 10:00 AM**

**NYBA Marina Office**

- 1. Call to Order – Kyle**
- 2. Secretary Report- Bill**
- 3. Treasurer Report – Jeff**
- 4. Discussion of Election of Directors (timing of Sid's retirement, Terry's availability, etc)**
- 5. Nomination committee report –Judy and Bill**
- 6. Marina Report- Tom**
  - Whaler bid and update
  - Fire dept G dock access upgrades (all ok?)
  - Slip/fall with Mark De Laurenti
  - Finger pier F43 removal (update)
- 7. Issues for Discussion**
  1. Nominating committee, any feedback/interest?
  2. Set date for next Board Meeting.

**Discussion:**

1. Kyle called the meeting to order @ 8:00 AM  
Board Members present: Kyle Anderson, Jeff Hoyt, Steve Rieger, Sid Rubin and Bill Raleigh  
Marina Manager: Tom Lisk  
Owner, Judith Cushman Quick joined the meeting @ 9:00 AM
2. Revised minutes from the September 27, 2016 and October 12, 2016 were approved.
3. Treasurer Report:
  1. Jeff reported that McGriff, Seibels & Williams, NYBA insurance brokers reassigned the NYBA account to Beth Allen.
  2. Jeff handed out the Reconciliation Report which was approved and attached to these minutes.

3. Jeff handed out a draft budget for FYE 1/31/2018. The Board was asked to email Jeff any comments ahead of the next Board Meeting.
4. Tom was directed to complete several items to be included in the expenses for this fiscal year:
  - i. Piling work
  - ii. Whalers on F Dock
  - iii. Electrical work on A dock and F-G docks
4. Discussion of Sid's retirement was tabled until the January meeting.
5. Judy and Bill gave a report for the Nominating Committee. We have not received any response from the October 28 letter to Owners asking for nominations to be a Director on the Board. The next step is to do some outreach via email and phone calls to select Owners asking them to consider being a candidate or participating on a committee. The Board and Tom updated the list of select Owners. Judy will send out emails initially and follow up with phone calls with select Owners.
6. Marina Manager Report:
  1. Tom was directed to accept the bid from Stillwater to replace the whalers on F dock. Tom will look at the condition of the whalers on G dock as well. If possible, we want this work to be completed this fiscal year. Tom will call Stillwater to get them going. He will also ask them about any piling work to be done this year.
  2. Tom completed the access upgrades to the gate at the corner of F-G docks.
  3. Tom said the Fire Dept does not require us to maintain fire hoses and he suggested we could remove them. Jeff will call our insurance broker to ask if we can remove the hoses.
  4. The claim filed by Mark DeLaurenti is being handled by York Claim Connect.
  5. On his own time, Tom and his son removed the finger pier north of F-43. Radovich will pay Tom for this work.
  6. Tom said PSE has to turn the power on for the slips on A dock for Prime Electric to evaluate the electrical problems there. Tom will also have them look at F-G electrical problems. Tom was asked to get any repairs done this fiscal year if possible.
  7. Tom said that the City is holding up replacing the pavement for the old driveway off of SE 40th. Tom said the problem has to do with a gas vault that may be too close to the water line.
  8. Tom gave an estimate for \$8,000 to replace all the gate locks. Bill suggested we add this to next year's budget.
7. The next Board Meeting was set for January 9, 2016 @ 8:00 AM.

**Attachments:**

1. Approved Reconciliation Reports

**Action Items:**

1. Board Members email Jeff any comments on the draft FYE 1/31/2018 budget.
2. Tom will work on competing items to be expensed this fiscal year.

3. Judy will initiate emails and calls to select Owners to solicit candidates for the Board and/or committees.
4. Tom will call Stillwater to get them going.
5. Jeff will call our insurance broker to ask if we can remove the fire hoses.