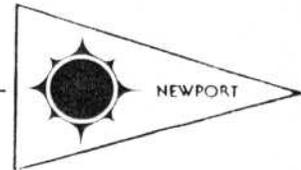


# NEWPORT YACHT BASIN ASSOCIATION

3911 Lake Washington Blvd. S.E., Bellevue, Washington 98006 746-7225



Board of Directors Meeting Wednesday, July 6, 1994

**Members present:**

Kyle Anderson  
Mike Kavanaugh  
John Purcell  
Hank Field  
Don Hayes

Meeting called to order at 6:00 p.m.

The board reviewed a memo of the job description for the managerial position at NYBA, while Carole updated them on the weed eradication project started today. There was some concern that treatment was started too late. Carole stated the Dept. of Ecology dictates treatment dates and today was the first day DOE allowed for treatment. The treatment schedule was shortened to Aug. 15th by DOE due to sensitive fish population control. Carole did extensive research of the company that formally manufactured DowElanco in Indiana and talked to Bill Culpepper of SePRO Corp., the company that took over Sonar. Carole had concern with the amount of plants remaining after two years of treatment for milfoil. Another application company was asked to bid, Resource Management Inc. Carole and Kyle discussed new bid, it was felt to go with original applicator, Allied Aquatics. Carole modified their contract to do initial treatment, test water for levels for sonar after two weeks period. If levels less than 8 ppm, cancel treatment & fee is reduced by 50%. If levels are higher, treatment to continue. No less than 2 & no more than 4 applications will be made, total sonar applied will be 5 gallons. There is no effective treatment for the corkscrew type weed, eel grass. Carole personally went along for first treatment & will be present for any further treatments.

Regarding the site problems leaving the marina since the boat launch was remodeled, Carole to contact City of Bellevue to correct situation. It was suggested that a stop sign or speed bump might help.

Carole has consulted with Don Miles, Structural Engineer, and Earl Anderson to get a bid for repairs on sinking sidewalk on "A" covered, which has caused pressure on the roof. A) Short term fix, \$3,500, B) permanent fix \$12,250.00. She felt that due to budget restraints, proposal (A) should be done as soon as possible. The board approved (A) without concrete work. Eric to do concrete patch of sidewalk.

Carole has Dick Stuth, Mechanical Engineer, putting together a

proposal for a dry fireline. He has reviewed previous bids and was instructed to design a system that was up to city & fire dept. codes and operational under catastrophic conditions. Kyle suggested contacting our insurance company for their requirements.

Carole reported Tina Smith, former NYBA manager, has re-opened a Dept. of Labor & Indust. claim from 1990. After extensive research, Carole suggested it prudent to appeal DLI's decision to re-open claim due to type of injury.

Carole proposed new signage at the entrance. The approach has been landscaped by the city and Mercer & Eastside would each have a new sign made to upgrade the appearance of the marina. The board approved the new sign.

Future budget items to consider are replacing/rebuilding B and C docks—many fingerpiers on both docks are "wobbly" near the ends.

Discussion was heard on Carole's memorandum regarding her job description as well as specific major accomplishments over the past year and a half.

a. complete computerized records including owners and renters addresses, slip descriptions, meter numbers, accounts payable and receivable.

b. roofs were rebuilt on A dock; A dock was rebuilt; and half of C dock roof rebuilt. At least 100 boats were moved and returned to their slips as wells as all owners/renters being notified in advance & during construction.

c. weed eradications program was accomplished.

d. new locks were installed as well as parking passes and gate keys were updated & issued at one time fee of \$35.00 less refunds on old passes.

e. all major delinquent accounts receivable have been collected or a lien filed.

f. the percent of actual expenses for 1993 compared to the actual budget was 111%. Project expenses outlined at the annual meeting have not deviated more than 11% from the annual budget. The percent of actual expenses for 1992 compared to actual budget was 35% and while the percent for 1991 was 102%, the actual maintenance and improvements for that year was 23% of amount budgeted and dredging was 243% fo budget.

Kyle then went over areas the board felt Carole was doing well in and areas that need improvement.

1. record keeping, accounts payable/receivable, payroll,

banking & office files - very good.

2. public relations with people around the marina - good.
3. written & oral communication - very good.
4. scheduling meetings and arranging traffic control - great.

Areas needing improvement are:

1. an occasional reluctance to give opinion.

2. Board would like three bids on future projects so that board can make a recommendation. (Carole explained that all projects under her direction during last year and a half were bids acquired by previous management and approved by the board. Kyle brought up bid for weed eradication whereby one applicator bid for 7 acres and one for 5 acres, which represented to him an apples and oranges bid. Kyle felt the onus was on the current manager to do more homework before selecting a bid. Carole informed the board that she had made inquiries and was informed that since only two applicators performed weed eradication, it didn't matter which one was selected. Also, that the initial contract was for a period of at least 3 years and that no one ever suggested that the contract should be subject to bid each year. Carole took it upon herself to investigate further because she felt the results obtained were not necessarily as high as the product labels suggested. Kyle indicated that a new "corkscrew" type weed has appeared within the last two years and Carole reminded him that there is no known EPA approved chemical, other than Sonar, to treat that weed. Carole also indicated she has submitted the sinking walkway on A and resubmitted the Dry Fireline project to respective engineers (structural and mechanical) so that bids will all be uniform. Kyle reflected again that Carole should do more research and solicit at least 3 bids. When asked if he meant in the future since present manager has not let out any new bids, Kyle referred to weed eradication project. Carole explained again that she was never under the impression that that project was subject to a new bid each year based on discussions with past manager and that it was a 3-year program with Allied Aquatics.

Kyle felt there was significant room for improvement in the supervision of the maintenance person. He felt that after 3 months of review by Hank, there is still a problem with the amount of work that gets done. More work needs to get done quicker. It's the on going maintenance, not the major capital projects, that are not getting done. When asked what could be done, Carole indicated that Eric has been left on his own for 6 years to more or less do the tasks he prefers to do and will not accept or take any responsibility. He refers to his job as a dead-end, entry level job and doesn't feel it's a big deal. Carole has explained to Eric that he must be accountable and must perform certain minimum tasks as

set out in his job description within the routine 8 hour work day. He gets flippant when you try to pin him down. She was at a loss to explain his behavior. She has seen him spend hours removing numerous nails from boards or cutting boards into small pieces before throwing them into the dumpster but does not bother to nail a board down that people might trip on. Carole explained that Eric is well liked around the marina and that the previous manager felt he was a good employee. Carole felt that Eric does not demonstrate the judgment skills or use common sense logic one would expect of an employee of his tenure. His work habits are not consistent and he does not prioritize his work. He is unable or unwilling to make the most simple day to day decisions as to what things should be done ahead of others.

Kyle summarized that Eric's performance was not satisfactory for several years but were over looked during the years of dredging. But, this can no longer continue and changes should be made. He felt Carole's position was somewhat awkward since her scope of authority concerning Eric has never been spelled out. That she would have to assume that its not okay to fire Eric. To be saddled with someone who is a direct report to you, that your just stuck with and then you're judged by how well you manage that person, that's probably a manager's worst nightmare.

When asked if it wouldn't be just as bad to hire a new employee, Carole felt that an employee with only sporadic initiative was not necessarily an asset. You hire people based on their qualifications to do a specific job and on their experience as well. She felt Eric seems to think he doesn't have to take orders from her and that there are no consequences to him if he doesn't. That it seemed to her the board had some confidence in his abilities and that perhaps the board needed to have a serious talk with him regarding his future with the marina. The board felt that it isn't reasonable to expect anyone to manage their own time and be willing to stick around for any length of time. If you get an employee with not much drive but is willing to stick around, you're going to have to manage him, don't expect him to manage himself. Carole felt it was not unreasonable to expect an employee with 6 years tenure to be able to make rudimentary day to day decisions pertaining to maintenance.

Don felt the board should go over the job description with Eric and explain to him that he is on probation since being switched over to salary. That by doing so, it was expected to get more maintenance accomplished and that we are serious about improving the appearance of the marina. He agreed with and supported Carole's views. The board agreed to evaluate Eric and reevaluate his performance in 30 days for improvement.

The board agreed to evaluate Eric on Thursday, July 7, 1994 at 5:30 p.m. The meeting was then adjourned.