

December 11, 1941.

At a regular meeting of The Commission of Public Docks of the City of Portland, Oregon, held at 10 A.M., December 11, 1941, there were present Mr. Burgard, Mr. Averill, Mr. Dodson, Mr. Teeple, Mr. LaRoche, Mr. Merrill, Mr. McKinlay, Mr. J.R. Moore, Mr. Bailey and the Assistant Secretary.

It was ordered that reading of minutes of regular meeting of November 27th be dispensed with, copy having been furnished each Commissioner, and the minutes be approved as written.

Mr. Merrill's action in purchasing gravel for use on the open ground at Pier No. 2, Terminal No. 4, to make space available for storage of Army trucks and automobiles was upon motion approved as an emergency.

The hour of 10 A.M. having arrived, it was ordered that all bids received pursuant to the Commission's advertisement for proposals to furnish 264 feet of 36" four ply rubber covered conveyor belting be opened, whereupon the following bids, being the only bids received, were publicly opened:

<u>Bidder</u>	<u>Amt. of Bid</u>	<u>Delivery Time</u>	<u>Remarks</u>
Munnell & Sherrill	\$784.80	90 Days	2% Discount
United States Rubber Co.	776.00	70 "	2% " Exception to tensile strength specified.
Goodyear Rubber & Asbestos Co.	928.56	15 Weeks	----

Upon motion the bids were referred to the Engineer and Counsel to check and to award to the lowest regular bidder.

The following reports were ordered placed on file, copies having been furnished each Commissioner:

Monthly report of the Assistant Secretary for the month of November.

Report of the Engineer on maintenance expenditures for the month of November.

Semi-monthly reports, dated December 9th, of the superintendents of Terminals No. 1 and No. 4.

The following claims were referred to the Auditing Committee and it was ordered by unanimous vote that, contingent upon approval of two members of the Auditing Committee, the claims be approved and the Chairman and Assistant Secretary be authorized to draw warrants in payment thereof:

B-14505	\$276.36	Payroll, Terminal No. 1 - 11/27/41
B-14506	72.40	" " " 2 - "
B-14507	801.65	" " " 4 - "
B-14508	282.40	" " " 4 - " (Elevator)
B-14509	975.37	" Maint. & Const.- "
B-14512	737.52	" Terminal No. 1 - 11/30/41 (Semi-mo.)
B-14513	225.00	" " " 2 - "
B-14514	946.65	" " " 4 - "
B-14515	356.30	" " " 4 - " (Elev.)
B-14516	1,640.76	" Admin. & Eng. - "
B-14517	389.75	" Maint. & Const.- "
B 14520	559.82	" Terminal No. 1 - 12/4/41
B-14521	31.50	" " " 2 - "
B-14522	1,008.46	" " " 4 - "
B-14523	778.81	" " " 4 - " (Elevator)
B-14524	1,032.73	" Maint. & Const.- "
B-14525	11.50	Will C. Davis
B-14526	20.80	Northwestern Electric Co.
B-14527	19.25	Northwest Marine Terminal Assn.
B-14528	27.21	Kearney Garage
B-14529	1.34	The George Lawrence Co.
B-14530	263.38	Fire Association of Philadelphia
B-14531	1.61	Friction Products & Engineering Co.
B-14532	22.54	Gillen-Cole Co.
B-14533	37.80	The Pennzoil Co.
B-14534	170.66	Jones Lumber Co.
B-14535	11.56	Goodrich Silvertown Stores
B-14536	7.46	H.L. Schlink Co.
B-14537	281.75	Standard Oil Co. of California
B-14538	7.80	The Journal Publishing Co.
B-14539	18.46	Shell Oil Co. Inc.
B-14540	242.65	Pacific Telephone & Telegraph Co.
B-14541	231.25	West Oregon Lumber Co.
B-14542	1.40	The J.K. Gill Company
B-14543	1.20	Triangle Milling Co.
B-14544	2.15	Hirsch-Weis Manufacturing Co.
B-14545	11.35	Portland Bolt & Manufacturing Co. Inc.
B-14546	26.85	Harmer Steel Products & Supply Co.
B-14547	61.93	Simon's
B-14548	3.35	Postal Telegraph-Cable Co.
B-14549	23.84	The Western Union Telegraph Co.
B-14550	48.94	American Sheet Metal Works
B-14551	1.60	Tide Water Associated Oil Co.
B-14552	1,118.10	Swett & Crawford
B-14553	23.00	Community Dairy, Inc.
B-14554	23.00	Merchants Exchange
B-14555	75.00	Portland Traffic Association
B-14556	13.43	The Texas Company
B-14557	293.87	L.S. Kaiser, Supt.
B-14558	2.50	Portland Grain Exchange
B-14559	8.40	Portland Chamber of Commerce
B-14560	6.06	Hanson Blue Print Co. Inc.
B-14561	3.96	Friedman's Alder Market
B-14562	20.00	Waterfront Employers of Portland
B-14563	31.63	Standard Oil Co. of Calif.
B-14564	28.07	J.E. Haseltine & Co.
B-14565	8.66	Woodbury Company
B-14566	3.65	The Linde Air Products Co.
B-14567	12.84	Portland Bolt & Manufacturing Co.
B-14568	36.37	W.P. Fuller & Co.
B-14569	3.19	Air Reduction Sales Co.
B-14570	225.73	Munnell & Sherrill
B-14571	7.00	Brubaker Aerial Surveys
B-14572	3.85	Simonds Saw & Steel Co.
B-14573	12.70	Graybar Electric Co. Inc.
B-14574	2.94	Honeyman Hardware Co.
B-14575	1,178.99	Portland General Electric Co.
B-14576	4.24	Local Freight Agents Association
B-14577	40.00	American Surety Co. of New York

B-14578	\$ 303.98	Portland Lumber Mills
B-14579	2,199.35	John H. Burgard, Chairman
B-14580	46.06	John H. Burgard, Chairman
B-14581	<u>11.36</u>	Allen's Press Clipping Bureau

\$17,424.27

Report dated December 10th from Counsel and Mr. Bailey was read, attaching a list of obsolete forms, work sheets, etc., which they recommended should be discarded from the files, being of no further value. Upon motion this recommendation was adopted with exception of Item No. 2, Wharfage Report Work Sheets, which it was ordered should be retained for six years back. The approved list is as follows:

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|-----|--|---|-----------------------------------|--|
| 1. | Copies of Invoices Rendered |) | Main Office, Elevator & Terminals | <u>All Preceding</u>
12/1/35 |
| 2. | Wharfage Reports Work Sheets) |) | Elevator & All Terminals | 12/1/35 |
| 3. | Loading & Unloading Pros "U" & "L" |) | All Terminals & Elevator | 12/1/35 |
| 4. | Receiving & Delivery Pros - "AR" & "AD" |) | All Terminals & Elevator | 12/1/35 |
| 5. | Misc. Pros M - Pros |) | All Terminals | 12/1/35 |
| 6. | Gang Time Sheets (Not Payrolls) |) | All Terminals | 12/1/35 |
| 7. | Old Cost Data Work Sheets |) | All Terminals | 12/1/40 |
| 8. | Reports Daily Arrival Cars - Elev. |) | Elevator | All except current year. |
| 9. | Ship reports Daily (Can be destroyed up to previous year because posted in log). |) | All Terminals | " " " " |
| 10. | Manifests of Vessels |) | All Terminals | 12/1/35 |
| 11. | Distribution Sheets - Payroll | | | Keep only current year. |
| 12. | Duplicate Warehouse Receipts Grain | | | Each year <u>after</u> original are cancelled. |
| 13. | Original Warehouse Receipts Grain | | | Keep a minimum of 6 yrs. |
| 14. | Books of Duplicate Time Checks | | | Keep originals a minimum of 6 yrs. Duplicates may be discarded annually. |
| 15. | Daily work reports of Monthly Maintenance Men | | | Keep minimum of 6 yrs. |

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|--------------------------------|---------------------------------------|
| 16. Insurance Policies expired | Keep 3 years prior to any expiration. |
| 17. Copies of Purchase Orders | Discard after current year. |

Communication dated December 2nd, from A.E. Doyle & Associate, was read, enclosing letter from Contractor S.P. Lonner, quoting an additional cost of \$110.00 for the installation of the two additional light fixtures in the meeting room of the new office building, which had been authorized at the meeting of November 27, 1941. Counsel was instructed to prepare amendment to Contract 209 covering this "extra".

Communication dated December 1st from the Oregon Pulp & Paper Co. was read, asking that they be allowed to continue to occupy the warehouse at Terminal No. 1 until March 31, 1942. Due to the uncertainty of cargo requirements at Terminal No. 1, it was decided upon motion to allow them continued use of the warehouse on a day-to-day basis, subject to the needs of the Commission.

Communication dated November 28th from V.G. Christensen of Seattle, Wash., was read, requesting use of the space at Terminal No. 2 formerly occupied by the America Transportation Co. It was decided upon motion to permit him the use of this space on the same basis of rental as the America Transportation Co., subject to thirty days' notice of termination of the arrangement and on the understanding that he take the premises just as they are, without subjecting the Commission to any expense in the way of cleaning or alterations.

Communication dated December 9th from the Oregon Shipbuilding Corp., enclosing copy of Public Liability policy protecting the City of Portland, was on motion ordered referred to Counsel for his approval.

Communication dated November 25th from the Waterfront Employers of Portland, enclosing memorandum of agreement between the union and certain docks, covering watchmen, gatemen, janitors and sweepers, was ordered placed on file.

Communication dated December 3rd, addressed to Mr. C.H. Castner, from the Idaho Wool Growers Association, announcing its annual meeting and general convention on January 6, 7 and 8, 1942, was ordered placed on file.

Notice dated December 2nd from the Office of the District

Engineer, advising of an application from the Portland Gravel Company for extension of time to complete dredging operations in the Willamette River at the upper end of Ross Island, was ordered placed on file.

Communication dated November 27th from the City Auditor, enclosing delinquent assessment notice for the improvement of Front Street, dating back to 1913, and letter of December 4th from Counsel, recommending payment of the lien, were read, and upon motion payment was authorized.

Mr. Bailey and Mr. Woodruff explained to the Commission that at the time wharf demurrage on certain import commodities was named at 3¢ per ton per day, the rate on hemp imports was lowered to 2¢ per ton per day to meet commitments made by one of the Northwest ports. These commitments having expired, all Northwest ports are in uniform agreement to increase rate on import hemp to 3¢ per ton per day. Ordinance No. 311 was therefore introduced and was declared passed by the following vote:

Aye: Mr. Burgard, Mr. Averill, Mr. Dodson, Mr. Teeple - 4.
Absent: Mr. Banfield.

ORDINANCE NO. 311

An Ordinance Amending Terminal Tariff No. 2-A, As Amended, of The Commission of Public Docks, By Fixing and Proscribing New Wharf Demurrage Rate On Hemp, Inbound, When Moving In Trans-Pacific Trans-Continental Traffic.

THE COMMISSION OF PUBLIC DOCKS DOES ORDAIN AS FOLLOWS:

Section 1. That Item 133-D of said Terminal Tariff No. 2-A be and is hereby amended by increasing the wharf demurrage rate on Hemp, Inbound, when moving in Trans-Pacific Trans-Continental Traffic (as defined in Item No. 115-B) from two (2¢) cents per 2000 lbs. per day to three (3¢) cents per 2000 lbs. per day, and that said item as amended be hereinafter designated in said tariff as Item 133-E.

Section 2. That the above specified section shall only be in full force and effect from and after January 15, 1942.

Absence report of A.N. Vail, seven days account illness, previous absence two days, was approved.

Counsel reported that he had effected settlement for damages to the crane while under rental to the Portland Stevedoring Co. for \$2,500.00 and that check for this amount will be forthcoming from the insurance company.

The following resolution was introduced and was adopted by unanimous vote:

RESOLUTION NO. 1208

WHEREAS, Philip H. Carroll, who has been the Executive Secretary of The Commission of Public Docks for fifteen years and who during such time has served this Commission unstintingly, efficiently and well; and who by his ability, friendliness, charm of personality and keen sense of fairness, has brought high respect and credit to this Commission and to this community; and who has in every way endeared himself to those coming in contact with him and those associated with him; and who has contributed immeasurably to the smooth functioning of the affairs of this Commission; was on December 6, 1941 summoned by the Supreme Being from this world to the Great Beyond;

AND WHEREAS, in his passing this Commission, the community, his friends and his family has suffered a grievous loss;

THEREFORE, IT IS HEREBY RESOLVED by this Commission that it records with sadness the death of Philip H. Carroll with a full sense of the loss that it has sustained, and this Commission acknowledges its sincere personal sorrow that he has been taken from his services, his friends and his family.

AND IT IS FURTHER RESOLVED that this resolution be duly engrossed upon the minutes of this Commission and that a copy thereof be sent to the family of Philip H. Carroll with this Commission's heartfelt sympathy.

The Engineer reported that the Oregon Gravel Co. intends to sell the bucket which has been used in handling chrome ore at Terminal No. 4 and has given the Commission the first chance to purchase it at a price of \$550.00, the price of a new one being approximately \$1,700.00. The Engineer and Mr. Bailey stated that the bucket would be necessary and effect considerable savings in further handling of the ore and upon their recommendation a motion was passed, authorizing the purchase of the bucket as an emergency.

Mr. Karl Prehn, Acting Harbormaster, appeared before the Commission in reference to the work of the volunteer organization of police reserves, inquiring whether it was desired that any of these men report to the Commission's terminals in "test calls" being conducted. The matter was referred to the Engineer.

Communication from the American Red Cross, addressed to Mr. Carroll, regarding meeting of the Multnomah County Disaster Preparedness and Relief Organization was presented and it was ordered that Mr. Bailey take Mr. Carroll's place in this organization.

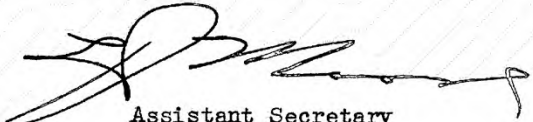
In connection with measures being taken for protection of terminals and barring admittance of unauthorized persons to the Commission's property, authority was given to have the employees of the Commission fingerprinted and photographed for identification purposes and the necessary expense incidental thereto was authorized.

The following resolution was presented and adopted by
unanimous vote:

RESOLUTION NO. 1209

Resolved, that pending the selection of an
Executive Secretary to succeed Philip H. Carroll, deceased,
this Commission does hereby appoint C.E. Bailey as
manager of The Commission of Public Docks with full
authority to perform all duties and functions heretofore
reposed in and delegated to the Executive Secretary.

Upon motion the Commission adjourned subject to call of
the Chairman.



Assistant Secretary