



# PORT OF NEHALEM

P. O. Box 476  
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## PORT OF NEHALEM BOARD MEETING January 25<sup>th</sup>, 2017

### CALL TO ORDER:

Chairman Lindy Scovell called the meeting to order at 7:30 p.m.

Roll Call – Commissioners present: Terry Fullan, Loren Remy, Rick Dart, & Steve Huber.

Pledge of Allegiance.

Public Present: Jack Weichal, Darrell Winegar, Ray Steele, Ed Bowlin, Joe Hayes, Mark Tellhed, Jacob Hanke, Des Kahrs & Dave Duvalt. Secretary: Karrie Purdom.

### 1. ADMINISTRATION

- A. Minutes of December 21<sup>st</sup>, 2016 Board Meeting – Approved 5-0
- B. Minutes of December 21<sup>st</sup>, 2016 Executive Session – Approved 5-0
- C. Minutes of December 29<sup>th</sup>, 2016 Executive Session – Approved 5-0
- D. Financial Statement for December 2016 – Approved 5-0
- E. Bills for December 2016 – Approved 5-0
- F. Channel Crew:
  - 1. **Gregory:** None
  - 2. **River:** None

### 2. OLD BUSINESS

- A. Secretary Karrie Purdom passed the final copy of the Personnel Policy around to each Commissioner for their signature.
- B. Commissioner Lindy Scovell asked Karrie if she has a date secured for the next Strategic Business Plan workshop with Greg Jenks. Karrie informed the Commission, Greg would not be available until March 15<sup>th</sup> and if that was agreeable with the Commission she would set the date. The Commission was in agreement to meet on the proposed date.

### 3. NEW BUSINESS

- A. Commissioner Lindy Scovell requested discussion regarding job applications, responsibilities, wages and hours. Commissioner Loren Remy asked what the typical

hours were for the Deckhand position. Secretary Karrie Purdom replied they are typically between 12 -20 hours per month. Also noting, the Captain/Maintenance position was budgeted for up to 20 hours per week. Commissioner Steve Huber asked if it was a requirement to have two men on the boat. Commissioner Rick Dart replied, it was more of a safety issue put in place by the Port Commission and not necessarily a requirement. The Board of Commissioners unanimously agreed on the following details for the employment positions available: For the Captain/Maintenance position, it would start at \$25.00 per hour with a 90 day probationary period, at up to 20 hours per week. The candidate will maintain the operation of the property, dock and boats. The candidate will keep a record of mileage as well as a detailed logbook of hours and tasks both on land and water. For the two on-call Deckhand positions, the hours will remain between 12 – 20 per month (except during April & May for Cormorant Hazing) at a pay rate of \$18.00 per hour. The positions shall be filled by March 1<sup>st</sup>, 2017.

**B.** Commissioner Lindy Scovell addressed the board on the 4<sup>th</sup> quarter expenditure report. Commissioner Loren Remy questioned why the report doesn't tell us where we stand. Secretary Karrie Purdom explained the budget shows what's been set aside for each line item, and the expense report show what has been spent thus far for each matching line item. She further explained it is broken down as column one is the 4<sup>th</sup> quarter and column two is the total spent over the 3<sup>rd</sup> & 4<sup>th</sup> quarter or year to date. Commissioner Rick Dart further explained that it is color coded and by looking at the line items on the expense report and comparing them to the budgeted amount, you're able to see where we stand for each separate expense. Commissioner Loren Remy said he understands, but he just isn't used to having to look at two pieces of paper, he asked if there was some way to have it all combined on one sheet. Secretary Karrie Purdom explained that the budget is done on official forms required by the state and filled in on an Excel program where as the expenditures are calculated in the Ports Quickbooks program and they are not interchangeable. Commissioner Loren Remy said as long as line items are traceable, then that's fine.

4. **MAIL OF INTEREST:** Secretary Karrie Purdom reminded Commissioners Rick Dart and Steve Huber the dates to file for re-election is March 15<sup>th</sup>, 2017 and the election will be held on May 16<sup>th</sup>, 2017. She also shared with the Commission that community member Jack Thayer stopped at the office to let her know that Mike Cohen from the EDC has a presentation coming up to report the study done on the Tillamook County Affordable Housing Crisis. Karrie shared that she contacted Mike Cohen for the date, he told her it was tentatively February 10<sup>th</sup> at Tillamook Community College. Commissioner Terry Fullan said he'd be interested in going to the meeting.
5. **PUBLIC COMMENTS:** Jake Hanke mentioned he didn't see a reason to have two men on the tug. He understood the safety reason, but felt if you have the right person, they

should be able to do the job themselves. Joe Hayes felt it was critically important to have two men out on the boats at all times.

**6. COMMISSIONER COMMENTS:** None

**7. ADJOURN REGULAR SESSION:** 8:35 pm

Attest \_\_\_\_\_

Approved \_\_\_\_\_

KP 2/14/17 (2-42)