



# Port of Nehalem

PO Box 476 Nehalem, OR 97131-0476

## Regular Board Meeting Minutes

January 23<sup>rd</sup> 2019, 6:30 P.M., NCRD BUILDING – Room 7

**Called to order: 6:28 pm**

**Pledge of Allegiance**

**Guests:** Ray Steele, Mark Tellhed, Jack Thayer

**Commissioners:** Steve Huber, president; Terry Fullan, vice-president; Janice Laviolette, Darrell Winegar

**Staff:** Gene Dieken, Joe Hayes

### 1. ADMINISTRATION

- A. Accepted Board Meeting Minutes of December 2018. M: L, S: W, Vote: 4-0
- B. Accepted Financial Statement – December 2018. M: L, S: F, Vote: 4-0
- C. Accepted Bills – December 2018; M: L, S: F, Vote: 4-0
- D. Channel Crew Report
  - 1. Boats: Tug was topped off with fuel for the winter. Auto-bilge switch is bad and Hayes will replace. He wanted to know if he should get skiff out and ready to apply anti-fouling to hull while the motor was being replaced. Consensus of board was that applying the anti-foul is a good idea if the temperature allows. Fullan suggested that Joe review the paint products in the Port's shed and disposed of at county transfer station if not useful.
  - 2. River: Hayes will recommend any new buoys to order for the upcoming season.
- E. Office Report: Dieken requested that Huber sign the new contract for this year's financial review.

### 2. OLD BUSINESS

- A. Board voted to close its CD with Cetera and move the funds to the Port's Local Government Investment Pool account. M: L, S: W, Vote: 4-0
- B. Winegar reported that he and Fullan had done a walk-through of the rental house and found that things were generally in good condition and it appeared well taken care of by the tenant. Possible problems identified were a water heater sitting directly on garage floor where rain water runs and some spot mold on

drywall in the shower area. Fullan suggested board sign a new lease at the current rent and let her know there will be a 3% rate increase next year. Lavolette suggested that we make sure tenant has adequate liability coverage and that the Port is named as additional insured. M: L; S: F; Vote: 4-0.

**C.** Fullan reviewed quotes for re-roofing house, office, and warehouse. \$21,000 to 26,000 for just the office and warehouse and up to \$36,000 for the three buildings. Fullan suggested we look at these bids and decide in which year's budget to allot the funds. He stated that contractors are currently working a year or so in advance. Hayes stated there are transition areas in the roof what will have to be addressed likely before any whole roof replacement takes place.

### **3. NEW BUSINESS**

**A.** Reviewed quote Devault got for a new 70 HP Yamaha outboard motor for skiff. In general the board was receptive to the bid but requested that we get two additional bids before making a final decision.

**B.** Discussed rental fees lease changes for warehouse. Voted to renew the lease at current rent and to require insurance with the Port named as additional insured. M: L; S: F; Vote: 4-0.

**C.** Approved Port's providing skiff and labor services to assist Biennial Bay Clean-up on March 9. Approved skiff use, labor and a \$200 donation to LNWC in support of the clean-up. M: F; S: W; Vote 4-0.

**D.** Update on bank stabilization: Thayer reported that DeVault, Tellhed and Thayer met with Bruce Halverson of NBWA. NBWA hired Tellhed and Eric (?). The preliminary application to do a 500 foot project has been submitted. He fully expects that the project can be done in 2019 before the rainy season.

**E.** Update on Employee evaluation process: Fullan stated that he's finalizing the evaluation form and expects to conduct the first evaluation before the next meeting.

**F.** Discuss Port liability re: disabled, non-compliant, derelict vessels. General sense of discussion was that the Port can point out violations but has no regulatory or enforcement authority.

### **4. MAIL OF INTEREST**

None.

### **5. PUBLIC COMMENTS**

None

### **6. COMMISSIONERS COMMENT**

None

### **7. ADJOURN**

8:30 pm