

Port of Nehalem

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Board Meeting Minutes

October 26, 2022, 6:30 p.m.

NCRD Doyle Room in Nehalem

Call to order: 6:30pm

Pledge of Allegiance

Commissioners:

Steve Huber-President

Janice Laviolette - Vice-President

Dave DeVault - Secretary/Treasurer

Damian Laviolette

Staff: Cammy Hickman

Constituents: Jack Thayer, Ray Steele

1. ADMINISTRATION

A. Accept Board Meeting Minutes for September

B. Accept Financial Statement for September

C. Accept Bills for September –

- Commissioner Janice Laviolette questioned negative \$507.59 on September P&L Personnel Services report. Cammy reported it as the General Journal entry to bring Columbia Bank accounts into balance. Moved and accepted. 4-0. *(Note 10/28/2022, Reviewed P&L. The negative amount reflected the total employee withholdings for September, not a General Journal entry. Cammy Hickman)*
- Janice asked for detailed information on Admiral Mobile Home bill.
- Janice moved to accept September minutes, financial statement and bills. Approved 4-0

D. ODF Habitat Conservation Plan – In regards to a request from Representative Yamamoto for letter in opposition to the degree of conservation Oregon Department of Forestry desires to impose. Following discussion, Janice will write a letter lodging opposition to the Habitat Conservation Plan.

E. Channel Crew - Commissioner DeVault noted the buoys need to be pulled within the next week. Questions arose about Workmen's Compensation protocols. Cammy will check with Veltri Insurance. Following discussion Dave and Damien will coordinate crew to remove the buoys.

F. Office Report – Cammy Hickman:

- Port Property Tax Statement and billing received. Taxes on leased parcels will be \$1,852.93 with discount. Approval to remit payment.
- DOR Quarterly & Annual reports submitted.
- Stream Gauge Status: Requests for invoice payment have been received. Invoice will be paid when gauge is fully functional and transmitting data via the internet.
- Bill Pay has been set up with Columbia Bank Bill Pay. There is a monthly service fee of \$5.95. This service will be used for regular monthly expenditures i.e. telephone bill, garbage, electrical bills. Commissioners approved.

- Veltri Insurance documents. Forms & Questionnaires that will result in rate discounts need to be submitted. A couple of photos are necessary, too. Cammy will complete them.
- Request to attend SDAO Conference 2/9-12/23 in Sunriver, Oregon. Request approved.
- Request to consider upgrading office QB Software during the next budget cycle. Current version is 2016.
- Cammy will be out of office from November 3 – 14. Dave will be the contact for emergencies. ‘Out-of-Office’ message will be placed on both the office phone and auto-reply to incoming emails.

2. OLD BUSINESS

A. Strategic Plan Progress Update #3 - Janice Laviolette: Community meeting attended by about 8 people. Melissa from City of Nehalem wants to continue working with the Port on future projects/developments along the water front. Cammy requested clarification on ColPac Invoice payment. Janice will assist.

B. Approach to Boat Garage – Dave DeVault noted Jiffy Construction had been contacted will schedule the work.

C. Dredging update/Tillamook Co. presentation – Nothing new

D. NOAA/USGS bayside stream/tide monitor – Update: *(See Item 1.F Stream Gauge Status)*

E. Insurance/liability review – *(See item 1.F Veltri Insurance Documents)*

3. NEW BUSINESS

A. Rental House Inspection – Inspection completed. Darrell has requested a bid for routine maintenance services from Rich Home Services. Water heater in leased storage building still needs repair. Cammy passed on information from renter that kitchen sink is leaking.

4. PUBLIC COMMENTS: Ray Steele: Will the Port be posting job announcement for vacant position?

5. COMMISSIONERS’ COMMENTS: Discussion on office debit card vs. credit card. Damien – The 11 acres identified in the property tax statement is the South Jetty. The 3.75 acres is property south of the boat ramp.

6. ADJOURN: 7:30 pm **Next Meeting will be November 16, 2022 6:30pm**