

Port of Nehalem

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Board Meeting Minutes

September 28, 2022, 6:30 p.m.

NCRD Doyle Room in Nehalem

Call to order: 6:31pm

Pledge of Allegiance

Commissioners:

Steve Huber-President

Janice Laviolette - Vice-President

Dave DeVault - Secretary/Treasurer

Darrell Winegar

Damian Laviolette

Staff: Cammy Hickman, Joe Hayes

Constituents: Jack Thayer, Ray Steele, LeeAnn Jordan

1. ADMINISTRATION

A. Accept Board Meeting Minutes for August: Moved and accepted. 5-0

B. Accept Financial Statement for August - Moved and accepted. 5-0

C. Accept Bills for August - Moved and accepted. 5-0

E. Channel Crew -Joe Hayes: Dock renovation completed. Buildings have been power washed. Two buoys reported off station and have been repositioned. Joe expressed dissatisfaction with merit pay discussion and comments during the August meeting. He tendered his resignation. Janice reported the buoy downstream from the McDonald Road Bridge was now off station. All buoys should be retrieved by the end of October. Cammy was asked to locate Job Description for the maintenance position.

F. Office Report – Cammy Hickman:

1) Past Columbia Bank statement reconciliations are not reflected in QuickBooks. A conference call with an Accuity representative is set for Friday, September 30 to discuss how best to perform the reconciliations.

2) Received notices from State of Oregon Department of Revenue advising transit tax payments are past due. They must be paid by October 12, 2022. Janice and Damien offered assistance to resolve the issue.

2. OLD BUSINESS

A. Strategic Plan Progress Update #3 - Janice Laviolette: Received a notice/flyer from Ayreann Colombo for publicizing the Community meeting October 11, 2022. Cammy will post on the Port's website, local Post Offices, Mohler Store, the BBQ and Tillamook Pioneer.

B. Approach to Boat Garage - The approach needs to be graded to level. Arrangements will be made with Jiffy Construction for the work.

C. Dredging update/Tillamook Co. presentation – Janice Laviolette: Janice attended the presentation by Regional Solutions. She was able to get acquainted to the people representing various agencies that we will need to work with in the future in order to accomplish any forward movement on the dredging issue.

D. NOAA/USGS bayside stream/tide monitor update: Installation has begun. Following successful gauge testing, payment will be made.

E. Insurance/liability review – Janice Laviolette: according to our insurance agent, the Port is covered at an appropriate level, given our size of operation.

3. NEW BUSINESS

A. Port Office Debit Card: Cammy has requested the Commissioners approve obtaining an office debit card general office supplies. The debit card would be limited to \$600. Following discussion Darrell moved and

Janice seconded a motion to approve. Motion carried via voice vote 5-0.

B. Rental House Inspection – Darrell Winegar: Inspection completed. There is mold in the bathroom, vent fans need to be replaced. Door sweep has also deteriorated and needs replaced. Several suggestions for people to do the necessary maintenance were made. Darrell will make inquiries.

4. PUBLIC COMMENTS: Jack Thayer and Ray Steele asked to be put on the Port's email list for monthly meeting and general notices.

5. COMMISSIONERS' COMMENTS: Discussion regarding replacement for Joe.

6. ADJOURN: 7:31pm