

Port of Nehalem

PO Box 476 Nehalem, OR 97131 | 503 368 7212 | portofnehaem@nehalem.tel.net

Board Meeting Minutes

November 16, 2022, 6:30 p.m.

NCRD Doyle Room in Nehalem

Call to order: 6:30pm

Pledge of Allegiance

Commissioners:

Janice Laviolette - Vice-President
Dave DeVault - Secretary/Treasurer
Damian Laviolette
Darrell Winegar

Staff: Cammy Hickman

Constituents: Jack Thayer, Ray Steele, Cliff Kemp

1. ADMINISTRATION

A. Accept Board Meeting Minutes for October

B. Accept Financial Statement for October

C. Accept Bills for October – Darrell moved to accept October minutes, financial statement and bills. Motion carried 4-0

D. Channel Crew - Commissioner DeVault noted the buoys have been brought in and cleaned. Skiff has been pulled. Tug will be pulled in the next week. All necessary winterization is complete. Damien has a person interested and capable to perform all on-the-water duties, but not maintenance work.

- Darrell presented bids from Tony Rich, Rich Home Services for repairs to mobile home, hot water tank in storage building along with bids to power wash buildings and clean gutters twice per year.
- Janice participated in an SDAO Risk Management seminar this morning. The SDAO representative indicated Districts should not be responsibility of a landlord as we insure through them. She recommended the Port arrange for an SDAO Risk analysis for our properties. Additionally, the Port agreed to consider engaging a Property Management firm. Damien moved and Dave seconded the motion to approve the Rich Home Services bid for immediate repairs as described. Motion carried 4-0.

E. Office Report – Cammy Hickman:

- Completed follow-up items on SDAO Insurance policy thru Veltri Insurance. Commissioners can complete a 'Best Practices Survey' to receive additional credits. Cammy will send the survey out to everyone.
- Commissioners approved responding to a US Census Bureau 2022 Census of Governments, Survey of Local Government Finances.
- Received MARAD (Maritime Administration) notice of grant funds for Port Infrastructure Development Program. Cammy will obtain more information.
- State Lands Waterway Lease Application Renewal is due. Cammy will complete.
- Cammy inquired whether the Port had set a threshold balance for the checking account. Following discussion, funds should be transferred as needed from LGIP as needed to support operating expenses. Recommended retaining an approximate balance of \$4,000 in the checking account.

2. OLD BUSINESS

A. NOAA/USGS bayside stream/tide monitor – Update: The Port has not received an update at this time. The monitor is currently not operating.

B. ODF Habitat Conservation Plan: Janice has written a letter in opposition to the Plan.

3. NEW BUSINESS

A. Crab Rock Chain – Dave DeVault: Advised the Crab Rock Buoy needs to be replaced next spring.

B. Pay for Part-Time Workers: Discussion regarding pay rate for workers pulling the buoys, cleaning the boat and power washing the buoys. W-4's distributed to pass on to the workers to submit with time.

4. PUBLIC COMMENTS:

- Cliff Kemp inquired about numbering navigational buoys.
- Ray Steele inquired about derelict/stray docks.
- Salmonberry Trail status

5. COMMISSIONERS' COMMENTS:

6. ADJOURN: 7:37 pm **Next Meeting will be December 21, 2022 6:30pm**

Submitted:

Cammy Hickman, Office Manager