

Port of Nehalem

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Board Meeting Minutes

December 21, 2022, 6:30 p.m.

NCRD Doyle Room in Nehalem

Call to order: 6:30pm

Pledge of Allegiance

Commissioners:

Steve Huber - President

Dave DeVault - Secretary/Treasurer

Damian Laviolette

Darrell Winegar

Staff: Cammy Hickman

Constituents: Jack Thayer, Ray Steele, Terry Fullan

1. ADMINISTRATION

A. Accept Board Meeting Minutes for November.

B. Accept Financial Statement for November.

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

D. Office Report – Cammy Hickman:

- LGIP Oregon Short Term Fund Rate increase from 2.85% to 3.10% effective 12/8/2022
- SDAO Best Practices Survey. Survey will be finalized and submitted on Friday.
- Registered for the SDAO Conference - February 9-12, Sunriver. As this is the first time attending, SDAO waived the conference registration fee of \$350. Board authorized reimbursement for mileage and lodging.
- Registered for SDAO 2023 Legislative Day – January 13, 2023, Salem.
- Surveys completed: US Census Survey of Local Govt. Finances, 2022 OPPA Salary & Benefits Survey
- During SDAO visit by Troy DeYoung on November 30, he suggested the Board consider a personal bond for the Office Manager position. We currently have personal liability coverage per employee of \$25K. Additional Bond would be \$100 annually for any amount beyond that. Board approved additional bond.
- Additional Grant Funding opportunities through RAISE. Following discussion, Cammy will contact SDAO for assistance through their grant services.
- State Waterway Lease Renewal Application Submitted. The lease must be renewed every 15 years. The Port pays an annual lease fee.
- Workers Compensation Group Discount Consent to participate. No action taken.
- Paid Leave Oregon Update: Employers with less than 25 employees are not required to make a monthly contribution, however an employee must make contributions to the plan. If a claim is submitted by the employee, the employer must honor the claim. Employee

contributions begin January 1, 2023

2. OLD BUSINESS

A. NOAA/USGS bayside stream/tide monitor – Update: USGS has cancelled the pending invoice for \$8,000. They will submit another invoice when the gauge is functional.

B. Strategic Business Plant – Final Draft: Following discussion Darrell moved and Damian seconded a motion to approve. Motion carried 4-0.

3. NEW BUSINESS

A. Statewide Capital Facilities Plan – Report from video meeting on December 2, 2023 with Janice and Cammy. Dredging identified as top priority.

B. Acuity Draft Financial Statements for FY 21-22 (ending June 30, 2022) are ready for review and signature.

C. Notice of Administrative Review – Opportunity for comment on proposed dwelling expansion. Comment letters must be submitted by December 28, 2022 to the Department of Community Development. Property site is adjacent to Port of Nehalem property, i.e. South Jetty.

4. PUBLIC COMMENTS:

- Mr. Thayer inquired about repairs to the mobile home. Darrell reported all necessary repairs are completed. The hot water heater in the storage building has not been addressed at this time.
- Mr. Thayer also inquired about the SDAO Risk Assessment. Mr. DeYoung recommended fascia boards be painted. *(Follow-up Note: Mr. DeYoung also recommended gutters be cleaned-ch)*
- Mr. Thayer also inquired about insurance for Tide Runners utilizing the dock. Following discussion, Cammy will contact them and ask for Proof of Insurance.
- Mr. Steele asked if a new version of Quick Books has been purchased. Not at this time.

5. COMMISSIONERS' COMMENTS:

- Damian offered comments from Tillamook County Economic Development Council meeting on proposed Ordinance 88.
- Dave asked about confirmation of debit card purchase payments. Discussion followed regarding use of a debit card vs. a credit card. Cammy will contact Columbia Bank regarding securing a credit card.

6. ADJOURN: 7:40 pm **Next Meeting will be January 25, 2023 6:30pm**

Submitted:

Cammy Hickman, Office Manager