

# Port of Nehalem

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## Board Meeting Minutes

February 22, 2023, 6:30 p.m.

NCRD School House Room, Nehalem, OR

Call to order: 6:30pm

Pledge of Allegiance

### Commissioners:

Steve Huber - President

Dave DeVault - Secretary/Treasurer

Damian Laviolette

Janice Laviolette

Darrell Winegar

**Staff:** Cammy Hickman

**Constituents:** Jack Thayer, Ray Steele, Mrs. O'Connor

## 1. ADMINISTRATION

A. Accept Board Meeting Minutes for January.

B. Accept Financial Statement for January.

C. Accept Bills for January - Janice **moved** to accept January Minutes, Financial Statement and bills. Dave seconded. **Motion** carried 5-0

D. Office Report – Cammy Hickman:

- Received Tide runners Insurance Declaration
- Financial report notes: \$819 paid to OED. Balance Credit Balance with DOR could not be automatically transferred hence direct payment to OED. Waiting for refund of \$819 due from DOR.
- SDAO Conference Report – *(See Report)*
  - Reimbursement Requests for lodging and mileage at SDAO Conference authorized.
- Banking
  - TLC/FFCU Savings Account – Account Manager recommended this account left open and designated a 'Dormant Account'. Recommended opening a new account @ 1st Security to hold Lessee trust funds. Approved
  - Notice of new 1<sup>st</sup> Security routing number. Ordering new business checks approved.
  - Credit v Debit Card – Received new Debit card from First Security, First Security account transfer 2/27/23
- Lessee Update: Ms. Jordan has only one occupant. Rent increase letter sent to Mr. Desjardins. 90 notice window requires rent increase will be effective 6/1/2023.
- CH Fidelity Bond received \$250. Cost approved.
- Oregon Tourism Survey – online due 3/2/23. Cammy will complete the survey.

## 2. OLD BUSINESS

A. Derelict dock has been recovered and disposal complete.

### **3. NEW BUSINESS**

**A. Cormorant Hazing:** Dave reported the project will begin about mid-April. ODFW has authorized funding. Discussion was held regarding securing someone to perform the hazing.

**B. Operator/Deck Hand Position:** Following discussion it was determined two positions would be posted; Boat Operator/Building Maintenance position and an On Call Deckhand position.

### **4. PUBLIC COMMENTS:**

- Mr. Thayer: Commented on the potential loss of Timber Tax Revenue.
- Mr. Steele: Inquired about laptop purchase. Purchase has not been made at this time.
- Mrs. O'Connor: Inquired about upcoming Commissioner Position Elections and whether the 3 position were filing for re-election.

**5. COMMISSIONERS' COMMENTS:** Janice reported attendance at the Department of Revenue Budget Law Class held on February 21. Cammy and Janice will begin preliminary review of the proposed FY 23-24 budget after the 1<sup>st</sup> of March.

**6. ADJOURN:** 7:19 pm **Next Meeting will be March 22, 2023 6:30pm**

**Submitted:**

Cammy Hickman, Office Manager