

Port of Nehalem

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Board Meeting Minutes

January 25, 2022, 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, Kevin Sullivan, Cliff Kemp

1. ADMINISTRATION

A. Accept Board Meeting Minutes for December.

B. Accept Financial Statement for December.

C. Accept Bills for December – Janice inquired about the split rent payment from Ms. Jordan. Janice **moved** to accept December Minutes, Financial Statement and bills. Damian seconded. Motion carried 5-0

D. Office Report – Cammy Hickman:

- 1) Regarding HB 2560 Remote Public Access to Public meetings. We can obtain a free ZOOM account for sessions no more than 40 minutes long. That also includes an audio recording of the meeting. It will require a laptop or tablet to access the internet and control the ZOOM service. NCRD will provide a TV set and Wi-Fi access at no extra charge. The 2023 NCRD 2023 Room schedule has been confirmed and payment made today. Discussion ensued about need to upgrade the Office computer with a laptop which would be portable and used for both Office and public meetings. Damian offered an estimate of \$200 for licensing and \$1000 for laptop purchase. Janice **moved** to purchase a laptop, accessories and licensing not to exceed \$1500. Dave seconded the motion. Motion carried 5-0. So need sample script for public meeting format. Cammy will check with NCRD or the County for sample scripts for public meeting formats.
- 2) Registered Agent: ORS 198.340 requires a Special District to Appoint a Registered agent and file such an appointment with both the State and County. Resolution #2 FY2022 – 2023 appointing Camile S. Hickman was read. Janice **moved** and Dave seconded a motion to adopt the resolution. Motion carried.

- 3) The Port has a Savings Account with TLC/FFCU with a \$5 balance. All of the signatories to the account are no longer with the Port. No services fees are charged. Following discussion, Janice **moved** and Dave seconded a motion to close the account. Motion carried 5-0.

- 4) Columbia Bank VISA Card vs. the Debit card. This item had been over from the December meeting. As the transition of Columbia Bank to First Security Bank is now underway, this item will be **Tabled and set over to the February Meeting.**

- 5) An Inquiry from renter Ms. Jordan was received asking to have an additional occupant in the home.
 - Mr. Kemp noted the security deposit funds should be maintained in a separate trust account.
 - Janice will move forward to determine cost to engage a Property Manager to oversee all leased properties.
 - Commissioners considered a 14% monthly rent increase for Ms. Jordan upon lease renewal, May 1, 2023. Janice **moved** to raise rent 14%. Damian seconded the motion. Motion carried 5-0.
 - Damian **moved** to table any decision until we had more information. No action taken.
 - It was proposed a letter be sent to Ms. Jordan certified/registered mail notifying renter the current lease establishes occupancy limited to one person and will remain in effect but could be negotiated at lease renewal. If there is currently another occupant, Ms. Jordan is in violation of the current lease and 30 day eviction notice will be sent if that does not change. The letter will also notify her of a 14% rent increase. Janice **moved** to proceed with this action. Damian seconded. Motion carried 5-0.
 - Discussion held whether to also raise rent on warehouse space. Janice **moved** to increase all rents across the board 14%. Dave seconded the motion. Motion carried 5-0.
 - Janice recommended all current leased properties payments should be on a month-to-month basis.

- 6) Mr. Thayer inquired about the Port's liability as it applies to the Tide Runners. There is a written agreement; Cammy has requested a copy of their insurance policy/declaration.

2. OLD BUSINESS

A. None

3. NEW BUSINESS

A. Dredging Update – Janice Laviolette: She spoke with Mike Dunning, Coos Bay who is in charge of the state's dredge 'The Laura' regarding the reality of pursuing a dredging effort in Nehalem Bay. Based on the amount of sediment and shallow depth at the mouth of the bay, his assessment was The Laura was too small and also compounded by the difficulty of finding a disposal site. To a hire a contractor we are probably looking at 3-4 million to do just that small area. His suggestion was to hire a consultant if we were interested in moving forward. Port of Toledo uses BST Associations which is one of the businesses on Mike's list.

B. HB 2560 remote Access to Public Meetings *(See Item #D. (1) – Office Report)*

C. Registered Agent Appointment *(See Item D. (2) – Office Report)*

4. PUBLIC COMMENTS:

- Mr. Thayer: Mr. Thayer commented on several actions pending before the Legislature;
 - US Department of Fish & Wildlife’s proposal to list chinook as well as Coho salmon on endangered list has been taken out of the bill.
 - Bill pending to limit capping permits.
 - De-coupling efforts met with significant opposition.
 - Disbursement of federal funds for rural development.
- Mr. Steele: Inquired about status of Cormorant Hazing program this spring. Inquiry will be put on the February Agenda
- Mr. Sullivan: Raised concern of derelict docks floating in the Nehalem River. One dock has wedged in debris at the Hwy. 101/Hwy. 53 junction. It has been flipped over during recent storms. The Styrofoam encased in the dock is breaking free and entering the water stream. Damian will secure a contractor to retrieve the dock/Styrofoam and arrange for disposal.
- Mr. Thayer asked about filling the Operator/Maintenance Position.

5. COMMISSIONERS’ COMMENTS:

None

6. ADJOURN: 8:26 pm **Next Meeting will be February 22, 2023 6:30pm**

Submitted:

Cammy Hickman, Office Manager