

# Port of Nehalem

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

## Board Meeting Minutes

March 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, Clif Kemp, Kevin Costello, Kelly Laviolette

## 1. ADMINISTRATION

**A.** Accept Board Meeting Minutes for February.

**B.** Accept Financial Statement for February.

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

**D.** Office Report – Cammy Hickman:

- **Vacation:** Cammy will be on vacation 3/25 – 4/3 and will return on Wednesday, April 5. Darrell will be contact for phone calls or email inquiries.
- **Financial report notes:** Received a \$343 Longevity Credit from SDIS. Amazon Prime: Annual subscription is \$139.00. Changed from monthly to annual.
- **Banking:** Opened a Savings Account @ 1<sup>st</sup> Security for lessee Trust funds. Commissioners will need to go into 1<sup>st</sup> Security to sign signature cards and show their ID. Once signature cards are completed then 1<sup>st</sup> Security will transfer \$1,550 into the new account.
- **2023 SDAO Best Practices Program:** ‘The 2023 Best Practices Program is now live, and you can begin earning credits (up to 10%) on general liability, auto liability and property insurance contributions.
- **Payroll Services:** After review Dave **moved** and Janice seconded a motion to secure payroll services from Surepayroll. **Motion** carried 5-0.
- **Position Announcements:** Boat Operator and Deckhand positions announcements have been posted to FB, website, BBQ and public notice locations. Applications received from Kevin Costello and Kelly Laviolette for the Boat Operator/Maintenance and Deckhand positions

respectively. After discussion, Dave moved and Damian seconded a **motion** to hire Kevin Costello for the Boat Operator/Maintenance position. **Motion** Carried 5-0. Following further discussion, Dave **moved** and Steve seconded a motion to hire Kelly Laviolette to the Deckhand position. **Motion** carried 5-0.

- **Stream Gauge Invoice:** Received. Payment will be made when gauge is operating.
- **Laptop:** New laptop was purchased and is now operational. Janice commented we should move forward with setting up ZOOM meetings.

## 2. OLD BUSINESS

- A. **Cormorant Hazing:** Intergovernmental Agreement received.
- B. **Boat Operator and Deckhand Positions:** *(See Item 1D – Position Announcements)*

## 3. NEW BUSINESS:

A. **23-24 Budget Preparation:** Three individuals have accepted request to serve on the 23-24 Budget Committee. Cammy will contact other candidates. Copies of the preliminary budget documents were distributed to Commissioners and committee members in attendance. Janice asked for upcoming fiscal year for expenditures. First budget meeting will be 5:30 on April 26, 2023. Public notice must be out by April 12, 2023.

4. **PUBLIC COMMENTS:** None

5. **COMMISSIONERS' COMMENTS:** Darrell confirmed agreement to hire someone to replace the water heater in the warehouse lavatory.

6. **ADJOURN:** 7:14 pm **Next Meeting will be April 26, 2023 6:30pm.**

**Submitted:**

Cammy Hickman, Office Manager