

# Port of Nehalem

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## Board Meeting Minutes

May 24, 2023, 6:30 p.m.

NCRD School House Room, Nehalem, OR

Call to order: 6:30pm

Pledge of Allegiance

### Commissioners:

Steve Huber – President

Janice Laviolette – Vice President - Absent

Dave DeVault - Secretary/Treasurer

Damian Laviolette

Darrell Winegar

**Staff:** Cammy Hickman

**Constituents:** Jack Thayer, Ray Steele

## 1. ADMINISTRATION

A. Accept Board Meeting Minutes for April.

B. Accept Financial Statement for April.

C. Accept Bills for April. Jack inquired about new rates/payments for the house and warehouse. Damian **moved** and Dave seconded a motion to accept April Minutes, Financial Statement and bills.

**Motion carried 4-0.**

D. Office Report – Cammy Hickman:

- Tide Runners Agreement signed. Insurance Declaration Received. \$290 rent fee received.
- Banking: 1st Security Savings account opened. House and warehouse security deposit funds transferred to the new account.
  - \$950 for LeeAnn Jordan (Security \$850, Pet \$100)
  - \$600 Obie des Jardens (Security).
- Waiting for Obie's Rent Renewal Agreement. He will bring in signed agreement w/June rent pmt.
- Payroll Services: April payroll has been processed
- SDAO Membership Database Update. The update is requesting our 23-24 Budget info for Personnel Services, Materials & Supplies, and Contingency – Commissioners verified that data would be included.
- Effective Friday, May 19, 2023, the Oregon Short Term Fund (OSTF) rate will change from 3.75% to 4.05%.
- Courtney Flathers is leaving BIZ Oregon, May 31. New contact is Becky Bryant
- Purchased 2 year subscription to MacAfee Anti-virus/firewall protection. 2-year subscription at \$89.99. It has been installed on desktop. Will install on laptop Friday. Maximum devices – 10.

## 2. OLD BUSINESS

A. Resolution 2023-2024 No.1 Adopting the Port of Nehalem 2023-2024 Budget was read into the record.

**B.** Photos of the memorial bench made for Jean Claude Laviolette were passed around. Dave discussed a concrete bench anchored to a concrete pad located near the life jacket station. Damian suggested naming the tug after Mr. Stockton – Dale E. Stockton. Costs for each of these suggestions will be on the June meeting agenda.

**3. NEW BUSINESS:**

**A.** Steve proposed a pay increase for Cammy. Damian **moved** and Dave **seconded** a motion to increase Cammy's hourly wage by \$3.00. **Motion carried 4-0.**

**4. PUBLIC COMMENTS:**

- Dave reported buoys are all deployed except Crab Rock.
- Jack inquired about the status of the USGS Tide Gauge. It is not yet functional.
- Dave reported the Cormorant Hazing Project is complete. An invoice will be sent to ODFW in the amount of \$4,224.85 for work hours and \$1,112.00 for fuel. Total invoice is \$5,336.85.
- Jack also asked if the Nbfd was contacted regarding processing their Workman's Comp claims through SAIF. Cammy reported they were not contacted directly. Jack will report back after the department's Board Meeting.

**5. COMMISSIONERS' COMMENTS: None**

**6. ADJOURN: 7:54 pm Next Meeting will be June 28, 2023 6:30pm.**

**Submitted:**

Cammy Hickman, Office Manager