

Port of Nehalem

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Board Meeting Minutes

June 28, 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

Dave DeVault - Secretary/Treasurer

Damian Laviolette - Absent

Darrell Winegar - Absent

Staff: Cammy Hickman

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

Steve Huber called the meeting to order at 6:30pm.

1. ADMINISTRATION

A. Accept Board Meeting Minutes for May. Correction to Adjournment time – 6:54pm (not 7:54pm)

B. Accept Financial Statement for May.

C. Accept Bills for May.

The meeting was called to order at 6:32 pm. Janice moved and Dave seconded a motion to accept May Minutes (with adjournment time correction), financials and bills. Motion carried 3-0.

D. Office Report – Cammy Hickman:

- Kevin Costello's probationary period ended on June 25. Following discussion Commissioners Janice moved and Dave seconded a motion to increase his wage by \$3.50 per hour effective July 1, 2023. Motion carried 3-0.
- Payroll Services: May payroll has been processed.
- Office Computer Hacking Attempt – 6/12/23. Recommend purchase of external backup drive. Purchase was authorized.
- SAIF Workmen's Comp Survey – Survey was submitted to Veltri Insurance for SAIF rating. Mr. Veltri had question on the coverage amount. [Tony's inquiry] Commissioners asked to obtain premium cost difference between \$1,000,000 and \$3,000,000. Cammy will contact Veltri Ins. On Friday.
- Accuity Engagement Letter – Cammy was approved to sign the Engagement Letter. This will authorize Accuity to begin the annual review process.
- BIZ Oregon Reimbursement received: \$7,374.00 (Strategic Business Plan Grant)

- The Port's web hosting service is due for renewal. Cammy reviewed estimates from several hosting companies. Following discussion, it was determined to secure services from CS&S in Tillamook. Their cost of hosting was less expensive than our current service.
- The HP laser jet needs service. Also a window seal needs to be repaired. Cammy will arrange for service.
- Cammy inquired if part-time employees were eligible for Federal Holiday pay.

E. Field Operations Report: no report

2. OLD BUSINESS

A. Dale Stockton Memorial: Tabled to the July meeting.

3. NEW BUSINESS:

A. BiOP Discussion: Tabled to the July meeting

4. PUBLIC COMMENTS:

- Jack Thayer shared information regarding the land lease for a homeless campsite in Tillamook.
- Ray Steele inquired about status of the Tide Gauge.

5. COMMISSIONERS' COMMENTS:

- Dave noted bids were out for Nehalem Bay Wastewater levee repair.

6. ADJOURN: Meeting adjourned at 7:10 pm **Next Meeting will be July 26, 2023 6:30pm.**

Submitted:

Cammy Hickman, Office Manager