



Port of Nehalem

Board Meeting Minutes

September 27, 2023

NCRD School House Room
Nehalem, OR

Commissioners:

Steve Huber – President
Janice Laviolette – Vice President
Dave DeVault - Secretary/Treasurer
Damian Laviolette
Darrell Winegar

Staff: Cammy Hickman

Constituents: Jack Thayer, Cliff Kemp

1. FLAG SALUTE/CALL TO ORDER: The meeting was called to order at 6:28 pm.

2. ADMINISTRATION

- A. Accept Board Meeting Minutes for August.
- B. Accept Financial Statement for August.
- C. Accept Bills for August.

Dave moved the Minutes, Financial Statements and August bills be approved. Motion seconded by Darrell. Motion carried 5-0.

D. Office Report – Cammy Hickman:

- Accuity Audit/Review: Met with Glen Kearns on August 30, 2023. Status: Management Representation Letter and Fiscal Affairs letter have been signed and submitted
- ODSL Lease Status. Morgan Dally, Compliance Officer ODSL & Dario Frisone conducted a Site Visit, Friday August 25. He identified a discrepancy in the total area leased by the Port. Appears we are not being charged for area from the North piling and the boom log area. Verification and Report due from Dario.
- Sold Brother Printer & Supplies to Lydia O'Connor 9/1/2023 "loves the printer, thinks Board is doing a great job!"
- SDAO Best Practices Survey: purchased fire extinguishers – currently at 4% discount
- Oregon Short Term Interest Rate now at 4.80%.
- SDIS:
 - SAIF Premium paid to increase coverage from \$1 million - \$3 million – sent out in September packet. Original premium \$1906.76, additional coverage premium \$40.01
 - Port Liability Coverages 1/23 – 12/23 sent out in Commissioner Meeting Packets

- Received refund of \$1, 182.72 from SDIS following recalculation of Workers Compensation Coverage from 7/1/2022 thru 6/30/2023.
- Payroll amounts will be entered in QB effective the last day of the pay period. The August P &L shows both the July payroll and August payroll.
- I'll be taking leave November 3 – 12.

SDAO Training – Board Member Relations, Expectations, & Ethics – September 26 –Report

- Board Duties:
 - Establish District-wide policies and resolutions. Two Resolutions are required; Adopting Annual Budget and an Organizational Resolution to establish meeting time/place/notice publishing. Other districts also adopt Resolutions which govern internal operations i.e. check signatures, spending limits for Office staff, identifying District Insurance Agent and Attorney of Record.
 - Commissioner compensation up to \$50 per day. (Commissioner Meetings or other time spent on Port business). Plus expenses
- Ethics
 - Effective 1/1/2024 OGEC will have oversight of all District Meetings – not just Executive sessions.
 - Training is being developed at SDAO. Training will be required for all new and currently serving board members. Recommendation to include this training (if available) at the SDAO Conference this spring has been made.

E. Field Operations Report – Dave DeVault: Monitoring and cleaning up deployed buoys. We have not been able to locate the missing buoy. DSL's re-evaluation of the Port's waterway lease area was discussed. Tide Runners have relocated all boats adjacent to their building.

3. OLD BUSINESS

A. NFIP BiOp Coalition Meeting Report – Damian Laviolette: Damian is working with Sarah Absher to facilitate the Port's contribution to the coalition. BiOp recap reports a significant amount of comments and feedback to the proposal however there was no indication of categories or prioritization of comments. The next phase will likely posit 3-4 options to Tillamook County for consideration before end of 2025.

4. NEW BUSINESS:

A. Tide Gauge Status – Dave DeVault: The gauge is currently installed on the Nehalem River Bridge with the tide elevation reading functioning, however the flow rate reading is not. Currently USGS is considering installation on a river piling.

5. PUBLIC COMMENTS:

- Jack Thayer commented on Salmon Berry Trail meeting.
- Cliff Kemp briefed all on current developments in Wheeler; View of the West is undergoing renovation for low income apartments, now charging fee for boat launching. A number of grants have been sought to cover improvements to the City water supply.

6. COMMISSIONERS' COMMENTS: Damian recommended purchasing a ZOOM subscription. Following discussion Janice moved the Port secure an annual subscription in the amount of \$149. Motion seconded by Damian. Motion carried 5-0.

7. ADJOURN: Meeting adjourned at 7:11 pm **Next Meeting will be October 25, 2023 at 6:30pm.**

Submitted:

Cammy Hickman, Office Manager