



Port of Nehalem

Board Meeting Minutes

February 28, 2024

NCRD School House Room

Nehalem, OR

Commissioners:

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

Staff: Cammy Hickman

Constituents: Jack Thayer, Ray Steele

1. CALL TO ORDER: The meeting was called to order at 6:29 pm.

2. ADMINISTRATION

A-C: Dave inquired about \$250 payment to CNA. That was Cammy's annual Surety Bond premium. Darrell moved and Dave seconded a motion to accept Minutes, Financial Statements and Bills for January. Motion carried 3/0.

D. Office Report – Cammy Hickman: February, 2024.

- Mark Beach reviewed records and maps relating to Vern Scovel Nehalem River Harbor Dredging Project in 2001. He is working on a request from the City of Wheeler for their upcoming 100th anniversary of the Wheeler Hotel.
- **Quick Books:** As of 7/1/2024 QB will not sell new desktop software – they are marketing online products only. Since our product is no longer supported we do not receive security updates. To ensure we have access to all security updates and software updates, I would like to recommend we purchase a one year subscription to upgrade our 2016 software. The cost is \$649. - No decision made.
- **SDAO Conference - Audit:** Oregon House Bill 2110 amended Municipal Audit Law (ORS.297.405-297.990) in 2023 and is effective January 1, 2024. The amendment raised the threshold for Audits, Reviews, and in lieu reports based on total actual expenditures to \$250,000 with an approximate filing fee \$50-\$75. In the last two fiscal years, our actual expenditures were:
 - 21/22 \$81,542
 - 22/23 \$100,638
 - 23/24 \$60,528 (YTD)
- **SDAO Conference – Internal Controls:** It is highly recommended the Port must have a stated Internal Controls Policy since there is just one person handling all aspects of financial transactions; the Office Manager. Following discussion, bank statements will be sent to

Commissioners in their packets. Cammy will contact Obie to ask him to submit monthly lease payments via electronic deposit to our 1st Security account. It is also recommended we use a transfer memo authorizing transfers from LGIP to Checking. Sample approved for use.

- **24/25 Budget:** Committee needs to be appointed. Should be equal number of committee members and Commissioner.
- **SDAO Conference – Website:** The Port’s website is not ADA Compliant and must be so to comply with Federal law. Additionally, Oregon is not too far off from requiring all .pdf documents becoming ADA compliant as well. Streamline Web is endorsed by SDAO and is currently in use at the Ports of Coos Bay, Arlington, Bandon, Garibaldi, Tillamook Bay and others. Streamline’s proposal is data migration – a onetime cost of \$2,500. Monthly maintenance, training and support fee is \$350, \$4,200 annually. Following discussion, the subject will be tabled to the March 27 meeting. The Board would like to have Damian’s input.

E. Field Operations Report – Dave DeVault. The velocity gate is installed. The Alumaweld is up on blocks with one coat of bottom paint applied. We are waiting for warmer weather to apply the second coat. James Lawonn, ODFW will have a draft IGA to us soon for Cormorant Hazing. Dave thought we may need to find additional help for Kevin given Kelly’s schedule. PSI’s proposal for new building signs was approved. There will be one sign for the Office building and one for the shop. Total cost will be \$330.

3. OLD BUSINESS

- A. Scholarships – Tabled to March 27
- B. BiOp Contribution – Tabled to March 27
- C. Tide Gauge (*See Field Operations Report*)

4. NEW BUSINESS: Appoint 2024-2025 Budget Committee - Cammy will contact prospective Budget Committee volunteers. Cammy is preparing draft budget but has some questions about inter fund transfers. Janice suggested contacting Janet Lease for assistance.

5. PUBLIC COMMENTS: Ray and Jack had further comments on website proposal. All would like Damian’s input. Jack commented on cyber security liability insurance coverage.

6. COMMISSIONERS’ COMMENTS: Waiting for installation of bird houses until boats are in the water. Steve inquired about changing Commissioner Meeting dates to earlier in the month.

7. ADJOURN: Meeting adjourned at 7:11 pm. **Next Meeting will be March 27, 2024 at 6:30pm.**

Submitted:

Cammy Hickman, Office Manager