



# Port of Nehalem

## Board Meeting Minutes

March 27, 2024

NCRD School House Room  
Nehalem, OR

### Commissioners:

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

**Staff:** Cammy Hickman

**Constituents:** Ray Steele

**1. CALL TO ORDER:** The meeting was called to order at 6:26 pm.

### 2. ADMINISTRATION

**A-C:** Dave moved and Darrell seconded a motion to accept Minutes, Financial Statements and Bills for February. Motion carried 4/0.

**D. Office Report – Cammy Hickman:** March, 2024.

- **SDAO Membership Dues:** Recalculated based on removal of Workers Comp coverage from SDIS program. Beginning with 2025, dues will be determined on the more equitable budget based model. The Port's 2024 dues were \$442. 2025 dues will be approximately \$176.
- **Quick Books Subscription:** This was discussed at the February meeting, however no action was taken. I'm renewing my recommendation to purchase an annual subscription of \$649 and consequently upgrade our software to current standards, providing security, product updates and software support. Authorization approved.
- **Talked with Obie (Dave des Jardins)** re electronic transfer of rent payment. He's considering it.
- **SDIS On-Site Structural Appraisal:** The Port has been selected for an on-site appraisal of structures which will be scheduled in the next few months.
- **Budget:** Last FY's historical figures have been verified.
  - Volunteers have been contacted. Jack Thayer, Ray Steel, Steve Neahring, and Char von Ahlefeld have agreed to serve. I'm waiting for a response from Donna Morrow.
  - Suggested Budget Calendar:
  - 3/27- Appoint Budget Officer & Budget Committee. Set Budget Committee meeting date on 4/24 at 5:30pm (prior to business meeting)

- 3/29- Publish Notice of BC Meeting on 4/24 (Cammy)
- 4/24- Budget Committee Meeting 5:30pm (prior to business meeting), Public Comment
- 4/26 – Publish Notice of Budget Hearing 5/22 (Cammy)
- 5/22 - Budget Hearing 5:30pm (prior to business meeting), Public Comment
- 6/26 - Enact Resolution

Damian moved to appoint Janice Laviolette be appointed Budget Officer for 24-25. Darrell seconded the motion. Motion carried 4/0. Budget committee members were appointed.

- IRS Reimbursements: From January IRS Compliance check & submission of unfiled 941 reports. \$622.22 for Q4 2022 and \$1,731.52 for Q2 2020

**E. Field Operations Report – Dave DeVault.**

- ODSL Waterway Lease Renewal. Dave is working with ODSL – Dario Frisone – to complete our renewal application. The renewal application will be amended to increase the lease boundary to run from the North to South property line. An affidavit from the City of Nehalem must be submitted.
- Cormorant Hazing Agreement – Dave has signed the agreement on behalf of the Port and will be returned to ODFW for final signature. A temporary employee will be necessary for the hazing activity. Damian may have someone who would be available.
- Both boats are bottom painted and will be launched on Monday.
- Nancy Hoffman will be notified to bring the Bird Nest box to the Port Warehouse so it will be available to mount.
- General discussion regarding the Tide flow gauge.

**3. OLD BUSINESS**

**A. Scholarship Proposal –** Damian provided four samples of scholarship currently in use at Neah-Kah-Nie High School. There was general consensus to provide two \$2,500 scholarships in line with the Port mission to support an economically and environmentally sustainable river. Damian will work with NHS to draft criteria with the goal to have one in place by October, 2024.

**B. Website Upgrade Proposal:** Our current site his not fully ADA compliant, specifically the requirements for visually impaired users. Streamline’s proposal would make our website fully compliant, provide hosting, security and ensure compliance with federal and state law. Their bid is \$2500 to migrate our current data and annual service of \$4,200. Following discussion, the Board requested two additional proposals. Damian moved and Darrell seconded a motion to obtain two additional proposals by December 2024. Motion carried 4/0.

**4. NEW BUSINESS:**

**A. Budget Committee Appointment:** Budget Committee members Jack Thayer, Ray Steele, Donna Morrow, Steve Neahring and Char von Ahlefeld were appointed. Preliminary copies of the FY 24-25 budget were distributed to the Commissioners and Ray Steele. Copies will be mailed to the other Budget Committee members on Friday.

**5. PUBLIC COMMENTS: - none**

**6. COMMISSIONERS’ COMMENTS: -none**

**7. ADJOURN:** Meeting adjourned at 7:23 pm. **Next Meeting will be April 24, 2024 at 6:30pm.**

**Submitted:**

Cammy Hickman, Office Manager