



Port of Nehalem

Board Meeting Minutes

May 22, 2024

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: Donna Morrow, Jack Thayer, Ray Steele, Colin Davis

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

2. ADMINISTRATION

A-C: Jack inquired about ORWBF Assessments. Dave moved and Darrell seconded a motion to accept Minutes, Financial Statements and Bills for April. Motion carried 5/0.

D. Office Report – Cammy Hickman:

- The Budget Committee hearing will be on the agenda for the Regular Business meeting at 6:30 instead of 5:30pm.
- IRS Reimbursements:
 - 941 form billings for the final 3 quarters have been paid as reported on the April P & L statement.
 - For Q2 2018 we were entitled to a refund of \$1,950.70. Per the IRS: 'Since the statute of Limitations has expired for your tax period ...we will not issue a refund check'. I've spent 2 hrs. holding on the IRS Helpline to determine if there is some other recourse available to reclaim this money.
 - 5/15/24 Per IRS: these funds are no longer payable. No other recourse.
- Oregon Workers Benefit Fund Assessments Discrepancy Notice: WBF Assessment section was left blank on OQ reports for Q 1-4 2021 and Q 1-3 2022 in amount of \$55.76. Overpayments for Q 4-2022 and Q 1-3 of 2023 in the amount of \$27.99 will be applied to future quarters.
- ODFW Cormorant Project is completed. Data sheets and Invoice have been sent to ODFW. 66.75 hrs. @ \$33.51 hr. total \$2,236.79 plus fuel costs of \$425. Total invoice \$2,661.79

- David des Jardens has returned his signed 2024 Lease Agreement.
 - House Approves Bipartisan “Special District Grant Accessibility Act” Federal Legislation Would Open Funding Opportunities for Special Districts. Yesterday, the U.S. House of Representatives overwhelmingly passed the Special District Grant Accessibility Act (H.R. 7525), legislation that would codify a first-ever definition of “special district” in federal law and ensure districts are eligible for all appropriate forms of federal financial assistance. The vote follows a trip to Washington DC last week by SDAO Executive Director Frank Stratton and representatives from the National Special Districts Coalition to advocate for the bill.
- E. Field Operations Report – Dave DeVault.
- Cormorant Project is completed
 - Buoys are out
 - No Response regarding ODSL Waterway Lease
 - Tide Gauge is up and running. USGS Invoice has been received and can be paid.
 - Nehalem Bay Wastewater fill project is at a standstill; no viable bids.

3. OLD BUSINESS

A. FY 2024-2025 Budget Appropriation: Following discussion and review of Budget Committee actions, Janice moved and Damian seconded a motion to adopt the FY 2024-2025 Port of Nehalem Budget. Motion carried 5/0. Resolution 2024-2025 No. 1 Adopting the Budget, Making Appropriations and Imposing and Categorizing the Tax was signed. Resolution 2024-2025 No. 2 Transferring Property Loan Debt Fund Balance was signed.

B. Scholarships: Proposal was discussed; disposition of unused funds, applicant selection process, criteria. Damian will obtain sample/template to finalize document setting parameters should be ready to go by July and present to the school board by August. A motion to award two \$2500 scholarships was approved. Scholarships will be reviewed again at the June meeting.

B. BiOp Contribution –An invoice for our \$5,000 contribution has been received including a request for Supplemental pledge of \$1,250 for litigation support. \$5,000 contribution approved.

C. Website Proposal: Damian noted the City of Nehalem’s website as an example of Civic Plus’s (Muni-Code) product which represents features and compliance with State and Federal ADA requirements. Their focus is developing websites for municipal governments. Other local websites developed and supported by Civic Plus include: City of Hines, OR, City of Dallas, OR, City of Sandy, OR and City of Bay City, OR. Following discussion Janice moved and Damian seconded a motion to contract with Civic Plus to provide website services. Motion carried 3/2; Janice Laviolette – Aye, Damian Laviolette – Aye, Steve Huber – Nay, Darrell Winegar – Nay, Dave Devault – Aye.

- **Streamline**--Proposal is \$2500 one time migration fee, and \$4,200 annual Hosting & Support. Streamline is endorsed by SDAO and has designed websites for the Ports of Tillamook Bay, Garibaldi, Coos Bay, Arlington, Bandon, Cascade Locks
- **Civic Plus**--Proposal is \$850 one-time migration fee and \$3,795 annual Hosting & Support. This was their quote from last year and they will honor it through June 30, this year. Examples of their websites are the City of Hines, Dallas, Sandy and Bay City, Oregon.

- **Catalis**--Proposal is \$500 one time migration fee and \$2,500 annual Hosting & Support.

4. NEW BUSINESS:

A. Dredging Challenges – A notice from OPPA (Oregon Public Ports Association) was received scheduling an online meeting May 23, 2024 to discuss challenges facing Ports' efforts to dredge. Janice will attend the meeting and report back.

5. PUBLIC COMMENTS:

- **Jack Thayer** commented on the Accuity Annual Financial Report.
- **Colin Davis**, Kelly's Marina requested the Port's support to challenge ODFW's requirement to issue all shell fish licenses online instead of using the licensing books. The new requirement would greatly impact the local marina's ability to support the demand of visitors obtaining licenses promptly. Additionally the compensation fees to the agent will also be reduced and employees issuing the licenses online must be over 18. The Port will support the effort.

6. COMMISSIONERS' COMMENTS: -none

7. ADJOURN: Meeting adjourned at 7:28 pm. **Next Meeting will be June 26, 2024 at 6:30pm.**

Submitted:

Cammy Hickman, Office Manager