



# Port of Nehalem

## Board Meeting Minutes

August 28, 2024

NCRD – Kitchen/Galley Room

Nehalem, OR

### Commissioners:

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

**Staff:** Cammy Hickman

**Constituents:** Ray Steele, Jack Thayer, Margie Neilson, Char von Ahlefeld

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

### 2. ADMINISTRATION

**A-C:** Janice moved, and Damian seconded a motion to accept Minutes, Financial Statements and Bills for July. Motion carried 5/0.

#### D. Office Report – Cammy Hickman:

- SAIF Refund: We received a \$1,500 refund from SAIF for overpayment of 2023 Workers Comp Insurance premium.
- Website Update: Our website is in final form, and I have signed up for training on September 9. The home page photo display will change each time the site is accessed. It will not have carousel capabilities.

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

- Kevin has dealt with a log in the watery, tangling with buoys. It has been lodged along a bank.
- Discussion on use/reporting of the USGS river monitor. Dave noted the Port will not be charged going forward.
- LeeAnn has received an estimate for the garage door. The entire door will be replaced.

### 3. OLD BUSINESS

**A. Pacific Northwest Coast Paddle Club – Follow-up.** Commissioners received Certificates of Liability Insurance for both the Club and the Port through December 31, 2024. They will be renewed January 1, 2025. The Club will also obtain Hull Insurance at that time. Discussion was held to clarify the number of members on the walkway/dock. Use of the walkway/dock will be by Club members only. Six members will man the boat and transverse to the Nehalem

City Dock to load additional members. The NCRD partnership is mission oriented only. A new Agreement will be prepared to address above changes through the end of the year.

- B. Scholarships Proposal:** Damian reviewed our proposal considering the concern about using property or timber tax monies to fund the scholarships. In the alternative the Port could specify our Warehouse, House rental revenues be used. Following further discussion, the consensus was to proceed with the Scholarship Program. Damian will prepare documents for review at the September meeting. Cammy will verify whether a Supplemental Budget would be necessary to identify funding.

#### 4. NEW BUSINESS

- A. Performance/Fidelity Bond:** This year Oregon passed House Bill 2110 updating Audit expense thresholds; Expenses over \$1 million - full audit, \$250,000 - \$1 million - AUP (agreed upon Procedure) and \$250,000 or less- Report in Lieu of Audit (RLA). The Port of Nehalem's annual expenses are less than \$250,000 placing us in the category of submitting a Report in Lieu of Audit (RLA). Additionally, *'To remain exempt from audit requirements...., the municipality must maintain a fidelity or faithful performance bond for its principal responsible officials. The amount must be at least equal to the total amount of money the municipal corporation received during the year.'* That amount was approximately \$325,000. A supplemental bond needs to be in place prior to the filing of our RLA due September 28. Mr. Veltri has quoted an additional \$100,000 bond at an annual premium of \$433. Securing the bond was approved via voice affirmation.

- B. Website Grant Opportunity: SLGCP Website Grant:** The Port is eligible for the second round of State and Local Government Cybersecurity Grant Program (SLGCP) which has over \$6 million dollars available. Additionally, 25% of total funds will be dedicated to those applicants from Rural areas – defined as having a population of 50,000 or less. Priority will also be given to first-time applicants. Projects must implement at least one of the Oregon Cybersecurity Plan Service Catalog offerings.

The Port would satisfy one of the offerings by migrating to a '.gov' domain from our '.org' domain which is hosted by GoDaddy (thru CS&S, Tillamook) at \$120 annually. CivicPlus would charge \$75 annually. Following discussion, it was decided to proceed with obtaining a '.gov' domain as well as submitting the SLGCP Registration to apply.

- C. Draft Waterway Lease Renewal:** Janice inquired about liability insurance section level.

#### 5. PUBLIC COMMENTS: None

**6. COMMISSIONERS' COMMENTS:** Damian advised that all Tillamook County residents pay attention to the BiOp material. They have pushed implementation forward by 2 years. – January 2025.

**7. ADJOURN:** Meeting adjourned at 7:35 pm.

**Next Meeting will be September 25, 2024, at 6:30pm.**

**Submitted:**

Cammy Hickman, Office Manager