

**MINUTES**  
**PORT OF SIUSLAW COMMISSION**  
**SPECIAL MEETING**  
 Wednesday, January 3, 2007

President Greene called the Special Meeting of the Port of Siuslaw Board of Commissioners to order at 8:05 a.m. in the Port office conference room located at 1499 Bay Street, Florence, Lane County, Oregon.

**ATTENDANCE:** Commission: Commissioner Joshua Greene (Greene), Commissioner John Scott (Scott), Commissioner John Buchanan (Buchanan), Commissioner Frank Casazza (Casazza). Staff: Port Manager Tom Kartrude (Kartrude), Recording Secretary Teresa Weaver (Weaver).

**PURPOSE:** The purpose of the meeting is to review the proposed Request for Proposals for the 2007-2012 Strategic Business Plan Update. The update is funded with a Port Marketing & Planning Grant of \$25,000 matched with \$8,500 of Port funds. There was discussion on the template required by the state, process steps and selection of a consultant. Additional cost of adding items to the state template would be solely at the Port's expense and not recoverable from the grant. In fact, the items required by the template may exceed the budget and then Kartrude would have to approach OECDD on that issue. Kartrude suggested the RFP be in the form of a basic bid plus alternates so the Commission could decide if it wanted to increase the budget to cover more items. Casazza stated he saw three key areas to address as day to day operations, development of properties and increasing the usability of the Port. During discussion on the boardwalk site, Greene thought maybe the Port should re-consider its vision and think about an open market venue rather than building the property out. He thought the community would really embrace that. Casazza suggested that the Port might want to hire an independent company to do a citizen satisfaction index survey. Regarding the State template for the RFP scope of work, the Commission determined which items the Port could do, which items the consultants would do and which items to list as alternates. The selection process will be to evaluate the submittals and then conduct interviews and hear presentations.

**ADJOURNMENT:** There being no further business to come before the Board, President Greene adjourned the Special Meeting at 9:42 a.m.

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 President

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 Secretary