

MINUTES

PORT OF SIUSLAW COMMISSION MEETING

Wednesday, 19 February 2014, 7:00pm

Port Office, 100 Harbor St, Florence OR 97439

ATTENDANCE:

Commission: Commissioner Ron Caputo (Caputo), Commissioner Nancy Rickard (Rickard), Commissioner Terry Duman (Duman), Commissioner Jay Cable (Cable), Commissioner Bill Fleenor (Fleenor);

Staff: Port Manager Robert Forsythe (Forsythe), Recording Secretary Dina McClure (McClure);

Audience: Alan Campbell, Jay Nefcy, Dave Huntington, Larry Barney, Don Saxon, Harlan Springer, Dwight Coon, Eldon Nordahl, Shelly Circle, Megan Gerber, Shane Burnham

Commission President Caputo called the meeting to order at 7:00pm.

PRESENTATION:

Eldon Nordahl introduced himself and his daughter, Shelly Circle. Nordahl said they own 10.76 acres located on the Siuslaw River, known as Site #22 in the Siuslaw River Dredge Material Plan. Nordahl asked the Commission to tell him at the next meeting if the board is interested in purchasing this property or not.

STATEMENT BY COMMISSIONER CABLE:

Cable said citizens have the right to voice their opinions in front of the board at a public meeting and commissioners should not engage in conversation or address their issues until the subject is an agenda item at a future meeting. Cable said the board should act as a group and not individually. Cable requested a letter of apology be written to David Swinney for the actions that occurred at the last meeting, and to let Swinney, and any other member of the community, know they are welcome to speak during the Remarks period at the board meetings. Cable then requested the Chair, on behalf of the Commission, admonish Commissioner Fleenor for his comments at the last meeting, and tell him that future actions of this nature will not be tolerated.

Caputo said he watched the video of the previous meeting and was surprised that Swinney was interrupted during his time to speak. Caputo said the public has the right to speak for five minutes, uninterrupted, during the designated time. Caputo reminded the board to not conduct conversation with the audience during the meetings.

APPROVAL OF THE MINUTES:

On the Motion, made by Fleenor and seconded by Rickard, the board voted unanimously to approve the Minutes from the Regular Meeting on 15 January 2014. On the Motion, made by Cable and seconded by Duman, the board voted unanimously to approve the Minutes from the Special Meeting on 6 February 2014.

FINANCIALS:

Fleenor moved to approve the Financials and Ratify Bills in the amount of \$144,914.53 with comment. Rickard seconded. Fleenor complimented staff on the year to date \$143K net profit. Fleenor added that he would like to see a resolution passed in the near future that would put net income into an operating reserve account for capital maintenance. **The board voted unanimously to approve the Financials.**

OLD BUSINESS

1. **Discuss Scheduling Commission Meetings Every Other Month:** Fleenor said he would pull this agenda item since staff informed him that ORS 777.140 states monthly meetings are required. Caputo added that the public elected them as Commissioners and they owe it to the public to meet at least once a month.
2. **Update on Lane Community College Trade Scholarship:** Forsythe said there are two items in process, one is a scholarship and the other is a work share combining education and training with hands on mechanical work on non-operational boats in the marina. Forsythe said he would make a presentation to the board when the projects are organized.
3. **Update on Bringing Cash (Fish) Buyers to the Port of Siuslaw:** Duman said he talked to three cash buyers. Two out of three are interested and one will be coming to Florence on Friday to meet with him.
4. **Other Items by Commission:** Fleenor pointed out the changes on the Occupancy Report including the addition of moorage and the average year to date percentage. Cable said good weather brings higher occupancy than bad weather and agreed the report shows the trend.

NEW BUSINESS

Adopt Port Manager Performance Evaluation Process: Caputo said this is the format three out of five commissioners came up with at the Special Meeting held on 6 February. Caputo said it's a 360 process that involves 1) the board evaluating the manager, 2) staff evaluating the manager for the commission, and 3) the manager evaluating the commission. Caputo said the forms will be given to him, he will meet with the manager, and the results will be given at the next Port Meeting. Rickard said she was sorry she was unable to attend the meeting where the process was discussed and feels the criteria on the form is too heavy handed for a new board to use. Rickard said they should either approve or disapprove the manager's performance. Fleenor suggested Rickard only fill out the criteria she feels comfortable with. Caputo said he would compile the information given to him and the numbers will not be totaled into a "score". Rickard said she would like to revisit the process next year. Fleenor suggested adding a Part IV where the commissioners evaluate themselves as a board. Fleenor gave an example: If there is an area where the manager is rated low, is it because a) the manager did not receive clear direction from the board, or b) the board gave clear direction and the manager did not perform to their expectation. Fleenor said for a true 360, the board needs to take a look at how they manage the manager. **Cable made a Motion to adopt the Port Manager Performance Evaluation Process as is. Duman seconded. The board all voted in favor.** Fleenor asked Forsythe if he agreed to the process and Forsythe said yes. Fleenor asked Forsythe if he wanted the evaluation to be held in open meeting or executive session and Forsythe said he would let them know prior to the next meeting.

REPORTS

- Caputo said he attended a Florence Urban Renewal Agency meeting and distributed copies of the FURA Annual Report and Financial Statement for 2012-13 to the board. Caputo said FURA will put up their interpretive signage in the coming months and the Infrastructure Improvement Project bringing sewer, water and storm water upgrades is complete.

- Caputo said he attended the SDAO conference along with Fleenor and Dreiling (staff). Caputo attended training on conducting public meetings and found the Port Caucus meeting informative. Caputo said all ports deal with the same problems, are searching for ways to increase revenue and provide economic development.
- Fleenor said the SDAO training provided him with information on open meetings laws and acquisition requirements.
- Rickard said she was unable to attend the Siuslaw Watershed Council meeting in January but will attend the February meeting.
- Duman asked who was going to write the apology letter to David Swinney. Caputo said he will ask staff to write the letter and Caputo will sign it.
- Duman said he has accepted a board position with the Siuslaw Watershed Council. Rickard said the SWC is a good organization and she stressed the importance of taking unused medications to the drop box at the Police station instead of disposing them in the landfill. Rickard said chemicals are leaching into waterways and affecting the fish. Cable referred to the recent tragedy of STEP losing all the baby coho due to a chemical leaching into Munsel Creek.

Caputo adjourned the meeting at 7:30pm to enter into Executive Session per ORS 192.660(2)(e).

The board did not return to Open Session.

President