

## MINUTES

### PORT OF SIUSLAW COMMISSION MEETING

Wednesday, 16 April 2014, 7:00pm

Port Office, 100 Harbor St, Florence OR 97439

#### **ATTENDANCE:**

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

Absent: Commissioner Terry Duman (Duman),

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

Audience: Alan Campbell, David Huntington, Larry Barney, Bob Anderson, Brien Mill, Dwight Coon, Eldon Nordahl

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

**APPROVAL OF MINUTES: On the Motion, made by Cable and seconded by Fleenor, the board voted unanimously to approve the Minutes from the Regular Meeting on 19 March 2014.**

**FINANCIALS: Fleenor made a Motion to Ratify the Bills in the amount of \$62,724.95 with comment. Cable seconded.** Fleenor referred to the Capital Maintenance Reserves on one of the reports. McClure said a new bank account had been opened for the reason of keeping the Reserve money separate and visible. McClure said \$55K had been transferred from the Money Market account into the new Reserve account. McClure added that policy states a minimum of \$15K will be transferred into the Reserve account annually at the end of each fiscal year. Fleenor referred to the steady increase in campground and moorage occupancy and thanked staff. Fleenor referred to a few specific Capital Outlay expenditures, some over budget and some under and McClure stated that the bottom line for CO is under budget for the year. Forsythe explained that when windows were being replaced at Mo's, dry rot was discovered and additional work needed to be done. **The board voted unanimously to approve the Financials and Ratify the Bills.**

#### **OLD BUSINESS**

1. **Response to Eldon Nordahl regarding Dredge Spoil Site #22 Property:**

(Nordahl was not present when this item came before the board) Caputo read a letter addressed to Nordahl that stated the Port is not being interested in purchasing the property and the Port is not interested in removing the Dredge Spoil Overlay. Caputo said it is not in the best interest of the Port or the community to release this site from the plan. Site #22 is the only land disposal site within small pipeline distance and must be kept available as a stockpile site.

(Nordahl arrived at 7:20pm and Caputo relayed the above information to him.

Nordahl said he would consult with his family and respond to the board at the next meeting.)

2. **Port Manager Performance Evaluation:** Caputo said the individual evaluation forms from the board and staff were compiled and the conclusion is “performance is at a high level, the manager has contributed to the Port, and continued employment is desired.” There was discussion about some ratings were high and some were low. Rickard referred to the criteria regarding communication between the board members and the manager and said if a board member feels they are not informed, it’s the board members fault for not meeting with the manager. Fleenor said staff rated the manager low on performance evaluations and treating employees equally and Forsythe said he was working on the evaluations, only three out of eight staff submitted forms, and moral should improve after the evaluations are done. There was discussion about revising and improving the evaluation form and process next year.
3. **Discuss Liability Insurance for Moorage Customers:** Forsythe said he received a list of insurance contacts from the Pacific Coast Congress of Harbormasters. Forsythe said other ports are requiring insurance from moorage customers and he would have a proposal for the board at the next meeting.
4. **Appoint Budget Committee Member:** **On the Motion, made by Rickard and seconded by Cable, the board voted unanimously to appoint Jay Nefcy, to the Budget Committee.**
5. **Other Items by Commission**
  - Cable said improved lighting and striping is needed for boat ramp safety. Cable added there is a deep hole at the west end of the ramp that needs to be re-filled. Forsythe said the projects are on the maintenance list.
  - Caputo said STEP has submitted a second grant application for a new fish cleaning station. If awarded, the handicapped parking will need to be moved and the station will be built next the Coast Guard Auxiliary building. Caputo said according to ODFW, salmon carcasses can now be put in the river but due to the volume at the cleaning station, the fish waste will need to be hauled away.

## **NEW BUSINESS**

1. **Discuss Proposed Criteria for Commercial Moorage:** Forsythe said some moorage customers are receiving the commercial rate because they have purchased a commercial fishing license from ODFW but are not engaged in commercial activity. Forsythe said he wants to discuss updating the definition of what a commercial vessel is. Caputo said he doesn’t want to see any boats leave. Caputo said he understands that those who do not comply may need to pay a higher rate but doesn’t want to see it doubled. Fleenor agreed that if a vessel is not engaged in commercial activity, they should pay the recreational rate. Cable said he doesn’t want to discourage the few commercial boats that are here, the public enjoys seeing them and it’s important for them to be here. McClure said half of the boats in the west basin are getting commercial rates. Rickard said the proposal is not

addressing the real commercial boats, it's addressing the boats that are claiming to be commercial that aren't. Forsythe said its common practice at other ports for commercial vessels to provide documentation that prove they are actively commercial and he is just trying to get everyone to follow the rules so they don't circumvent the system to get the lower rate. McClure said allowances can be made for commercial vessels that are temporarily out of commission for one reason or another. There was discussion about how easy and inexpensive it is for anyone to get a commercial fishing license from ODFW. Caputo said the Commissioner Duman is a commercial fisherman and should be in on the discussion. Forsythe said if that Duman was present, he would have had to recuse himself due to a conflict of interest. Cable agreed that customers shouldn't circumvent the rules to get a lower rate but wants to make sure those who deserve the rate don't get penalized. Fleenor suggested exemptions for historic vessels or vessels that serve an economic purpose be added to the proposal. It was decided to continue the discussion under Old Business next month.

2. **Other Items by Commission:** Caputo said there is board member training in Toledo next week. Caputo said the port gets a 2% insurance discount if all board members take training or watch the training DVD's. McClure said Duman is the only commissioner that hasn't gone through training yet.

## REPORTS

- Forsythe said he would give the board a detailed Project Report in their meeting packets every month.
- Rickard said the Siuslaw Watershed Council is trying to educate the public on the O & C land situation and the next meeting is at 6:30pm on 30 April at the Mapleton Grange. Rickard added that SWC and the Surfrider Foundation want to give presentations at future board meetings.

**President Caputo adjourned the meeting at 7:48pm.**

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President