

MINUTES
PORT OF SIUSLAW WORK SESSION
Monday, January 30, 2017, 1:00pm
100 Harbor Street, Florence, Oregon 97439

Commissioners Attending: Ron Caputo, Terry Duman, Nancy Rickard, David Huntington, Mike Buckwald

Staff Attending: Steven Leskin, Port Manager; Dina McClure, Administrative Assistant

1. **Commission President Caputo called the meeting to order at 1:00pm.**

2. **Public Comment:**
 - Pat Sapp purchased the Vintage Blue Estate Sales with the understanding she would get a year lease at 080A Harbor St. Upon signing the lease, Manager Leskin told her she would need to vacate the building in June. Sapp asked the commissioners to consider giving her a twelve month lease.
 - Gordon Owen, owner of the Tenacious, was late on paying semi-annual moorage last year. Owen said he is now being charged monthly and daily rates, which in his opinion, is wrong. Owen showed the board a receipt showing payment in full through October 1, 2016 and a letter he wrote dated October 7, 2016 requesting a meeting with the commissioners. Owen said he is being extorted for additional fees he doesn't owe and the Port has his boat up for sale for \$3,800. Commissioner Caputo said the board would discuss it.

3. **Public Procurement Workshop:** Eileen Eakins, attorney with SDAO, gave a 90 minute workshop on Public Procurement Law. Eakins said the Port should comply with OAR 137 Chapters 46-49 if the Port hasn't adopted their own rules. Eakins reviewed personal services contracts, delegating decision making authority, bidder prequalification and debarment procedures, purchasing from federal catalogs, surplus property procedures, electronic notice solicitation, and emergency contract procedures.

4. **Tour of Blue Storage Buildings:** Tracey David, Harbormaster, took the Commissioners on a tour of the blue storage buildings. David pointed out the structural problems, dry rot, water intrusion, roof damage, and bird droppings.

5. **Proposal to Decommission Blue Storage Buildings:** Manager Leskin proposed two scenarios that would commence in October:
 - Remove both buildings, grade/gravel area, and install dry camping sites.

- Remove both buildings and install full service camping sites with grant assistance.

Leskin proposed the maintenance shop be moved to the 080A building. Commissioners Caputo, Buckwald, and Duman were not in favor of losing storage as a revenue source. Commissioner Duman said a new roof and concrete floors would double storage revenue. Leskin agreed to get quotes to renovate the buildings.

Commissioner Huntington asked about Pat Sapp's lease at 080A. There was discussion about the communication between Leskin and Sapp and how a six month lease would allow maintenance to move their shop into that building. Commissioners Duman and Buckwald said the Port should encourage economic development and they would support giving Sapp a twelve month lease. Commissioner Caputo asked Leskin to give Sapp a twelve month lease.

6. Port Manager Annual Performance Evaluation: President Caputo summarized the performance evaluations.

- From the board, Manager Leskin "meets expectations" on all twelve criteria items, however, a few "needs improvement" scores were given on updating information, communication between manager and commission, and carrying out assignments requested by commission.
- Three out of four staff members, rated Manager Leskin "meets expectations" in all categories. There was one "needs improvement" score on productive solutions to problems, annual evaluations, and treating employees equally.

Following discussion, Commissioners Caputo and Rickard gave Leskin an Excellent rating, Commissioner Duman gave Leskin a Good to Excellent rating, and Commissioner Buckwald gave Leskin a Good rating.

President Caputo asked for comments regarding a salary increase for Leskin. Following discussion, **President Caputo made a Motion to increase Leskin's salary 4%. Commissioner Rickard seconded. Commissioners Caputo and Rickard voted yes. There was no response from the other three commissioners. The Motion failed.**

Following a brief discussion about Gordon Owen, President Caputo adjourned to Executive Session per ORS 192.660 (2) (f) at 3:55pm.

At 4:38pm President Caputo re-opened the Work Session.

Commissioners Attending: Ron Caputo, Terry Duman, Nancy Rickard, David Huntington, Mike Buckwald

Staff Attending: Steven Leskin, Port Manager; Kelly Stewart, Services Lead

Staff Absent: Dina McClure, Administrative Assistant

Discussion regarding Gordon Owen: Services Lead Stewart reviewed Owen's account which included a history of late payments and no response from Owen to the many letters sent to him. Stewart said Owen knew he was on monthly rates when another staff person accepted a lesser pro-rated payment, resulting in the receipt that showed payment in full.

There was discussion regarding the condition of Owen's vessel, Tenacious, which is currently unseaworthy and not being maintained. Stewart described the policy of moorage rates when payment is not made. Commissioner Duman disagreed with charging Owen the daily rate and requested a copy of the policy.

Commissioner Duman was concerned about negative publicity. Manager Leskin disagreed and said this situation sends the right message to moorage customers to pay their bills.

President Caputo adjourned the work session at 5:00pm.