

MINUTES
PORT OF SIUSLAW SPECIAL MEETING
Friday, March 31, 2017, 4:00pm
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

The purpose of the meeting was to hold an Executive Session per ORS 192.660(2)(b) to consider dismissal or discipline of, or hear charges or complaints against an officer, employee, staff member or agent, if the individual does not request an open hearing. Manager Leskin requested an open hearing.

1. **Call to Order:** Port Commission President Caputo called the meeting to order at 4:00pm. Caputo said there would be no public comments and the board would only discuss what is on the agenda which are items from the last meeting.
2. **Discuss Response to Swinney/Culwell Email:** Commissioner Caputo said he didn't want to lose Swinney and Culwell as moorage customers and told Manager Leskin to give them the best moorage rate for their vessel. Commissioner Duman said the situation with Swinney would have de-escalated if staff had taken Swinney's moorage payment. Commissioner Caputo proposed Leskin take a 16 hour class on anger management. Commissioners Caputo, Huntington, and Buckwald agreed that Leskin should write a letter of apology to Swinney and Culwell for reading inappropriate language at a public Port meeting. Commissioner Rickard said there should be recourse for Swinney's behavior in the office and did not agree Leskin should write a letter of apology. Manager Leskin said there have been multiple incidents regarding Swinney's behavior and he would not write a letter of apology.
3. **Discuss Moorage Rate for Len Christensen:** Commissioner Caputo said Christensen has become a commercial fisherman and, with the board's permission, told Leskin to give Christensen the commercial moorage rate. Leskin said Christensen will receive the commercial rate when Christensen brings copies of the required commercial paperwork to the office.
4. **Discuss Status of Gordon Owen's Moorage Account:** Commissioner Caputo said all port staff need to have a helpful attitude and charging Owen the daily rate needs to be stopped. Caputo told Leskin to schedule a meeting with Owen to discuss future moorage and asked Commissioners Huntington and Rickard to attend. Leskin said Owen has a balance owing, is not in compliance with paperwork, and Leskin plans to pursue criminal charges. Commissioner Duman said the board did not receive the breakdown of fees they requested from staff. Leskin said staff provided the board with a fee breakdown at the meeting on February 20.

5. **Discuss Customer Service Policy:** Commissioner Caputo asked Manager Leskin to schedule a staff meeting for Caputo to attend so he can address the employees about providing good customer service. Leskin said the Hercules reservation system provides guest feedback and the Port has received high ratings for staff friendliness and efficiency. Commissioner Rickard said it was the manager's responsibility to oversee staff customer service, not board members. Leskin agreed to let Caputo attend a staff meeting but board members addressing staff is not in compliance with what is written in the Port of Siuslaw Commission Rules, Regulations, Duties, and Responsibilities manual.

6. **Discuss Project Expense Authorization from March 15, 2017 Meeting:** Commissioner Caputo said recent projects have gone over budget and he appointed Commissioners Buckwald and Duman to review all contracts over \$5K prior to acceptance. There was discussion regarding the Manager's spending authority of \$5K and going to public bid for projects exceeding \$10K. Commissioner's Duman and Buckwald were concerned that Leskin, at the last meeting, requested retroactive authorization for repairs exceeding \$5K at the 1499 Bay Street building. There was discussion about the request to spend an additional \$7K to repair D Dock. Leskin admitted staff made a mistake on the original bid and that is why he requested authorization from the board at the last meeting.

Commissioner Caputo told Leskin the items presented need to be completed within 30 days. Caputo said the letter of apology to Swinney needs to be completed within seven days. Leskin said he would not write a letter of apology to Swinney or take an anger management class. Commissioner Rickard disagreed with the demands made to Leskin. Caputo said he would contact legal counsel.

Commissioner Caputo adjourned the meeting at 4:37pm.