

**MINUTES**  
PORT OF SIUSLAW COMMISSION MEETING  
Wednesday, August 16, 2017, 7:00pm  
100 Harbor Street, Florence, Oregon 97439

These Minutes were approved at the Regular Meeting on September 20, 2017

**Commissioners Attending:** Terry Duman, Nancy Rickard, Mike Buckwald, Bill Meyer, David Huntington

**Staff Attending:** Dina McClure, Interim Manager

1. **Vice President Duman called the meeting to order at 7:00pm.**
2. **Public Comments**
  - Dorothy Gregg, a camper since 2003, was upset the grounds were not being taken care of and concerned it was affecting campground occupancy. McClure told Gregg the Port is understaffed, are hiring for maintenance, and doing the best they can.
3. **Approval of Minutes by Consent:** There were no comments and the Minutes were approved by Consent.
4. **Financial Statements by Consent:** McClure said bills paid in July were \$81,332.06. Buckwald asked about Workers Compensation credit and Duman asked about the new tenants at 1499 Bay Street. McClure said July occupancy was 78%, up from 74% last year. The Financials were approved by Consent.
5. **Elect Officers:**
  - **Board President:** Rickard nominated Duman, all voted in favor.
  - **1<sup>st</sup> Vice President:** Buckwald nominated Huntington, all voted in favor.
  - **2<sup>nd</sup> Vice President:** Duman nominated Rickard, all voted in favor.
  - **Secretary:** Duman nominated Buckwald, all voted in favor.
  - **Treasurer:** Duman nominated Meyer, all voted in favor.
6. **Appoint Auditor of Record for FY17, FY18, FY19:** McClure reviewed a summary from four accounting firm proposals. McClure said all firms were qualified and worth considering. McClure recommended Grimstad & Associates due to their experience auditing ports and, according to references, providing additional services in their quoted fee.

**Motion: To appoint Grimstad & Associates as Auditor of Record for three years.**

**Motion made by:** Rickard

**Seconded by:** Meyer

**Discussion:** Meyer was in favor of appointing an auditor who would give McClure additional services. Buckwald said there would be a single audit when the FEMA grant is completed.

**Vote:** All in favor

**Motion Carried.**

7. **Resolution 8-16-17A Amend Moorage Insurance Requirements:** John Murphey, from Coast Insurance, said he researched moorage insurance with staff and looked at what other port's require. Murphey recommended:

- \$500,000 liability, including pollution and salvage removal, for commercial vessels, and
- \$100,000 liability, including pollution and salvage removal, for recreational vessels.

Murphey suggested keeping the rule that any vessel under 25 feet, staying 10 days or less, sign an Uninsured/Underinsured Agreement to protect the Port. This agreement would be used for anyone who doesn't have full coverage and make them liable for the amount their insurance doesn't cover.

Huntington had concerns with vessels having no insurance hitting his or other vessels, even though they sign an agreement making them liable. Duman agreed and suggested those vessels be moored on the transient dock or outside slips.

**Motion: To adopt Resolution 8-16-17A Amending Moorage Insurance Requirements with language that uninsured/underinsured owners who sign the agreement, agree to be moored on an outside slip or on the Transient Dock.**

**Motion made by:** Meyer

**Seconded by:** Buckwald

**Discussion:** No further discussion

**Vote:** All in favor

**Motion Carried**

8. **Resolution 8-16-17B Authorize Security Camera Upgrade Expenditure:** McClure explained the camera system and network video recorder is five years old and outdated. McClure received three bids for replacing the system. McClure stressed the importance of having a reliable system for tracking crime and incidents for staff, guests, and law enforcement.

**Motion: To adopt Resolution 8-16-17B Authorizing Security Camera Upgrade Expenditures not to exceed \$10K.**

**Motion made by:** Meyer

**Seconded by:** Buckwald

**Discussion:** No further discussion

**Vote:** All in favor

**Motion Carried**

9. **Interim Manager Reports:**

- 1499 Bay Street has been leased to Desert Bling, dba Bay Street Bling.
- Shutter Creek Inmates have been contracted to remove brush around the dredge pit, replace the grommets on the boardwalk fence, and clean lamp posts.
- Additional port-a-potties are ordered for Eclipse weekend.
- McClure asked for input regarding port manager recruitment. Meyer suggested waiting so the quality of candidates would not be limited due to recent issues. The

consensus was to have McClure remain the interim manager and she should recruit any help needed during the busy season.

**Commissioner Reports:**

- Rickard attended a Lane ACT meeting, the Rhododendron Path Celebration, and the US Coast Guard City Designation Ceremony.
- Duman was concerned there is no action selling the PVIP 40 acre property. Duman directed McClure to ask real estate brokers to submit proposals for zoning changes or land development ideas in order to sell the property.
- Meyer thanked McClure for doing a good job as Interim Port Manager.

**10. Public Comment**

- Don Saxon said zoning needs to be identified on the PVIP property before exploring options.

**11. President Duman adjourned the meeting at 8:15pm.**