

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
Wednesday October 18, 2017, 7:00pm
100 Harbor Street, Florence, Oregon 97439

These Minutes were approved at the Regular Meeting on November 15, 2017

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

Staff Attending: Dina McClure, Interim Manager; Kelly Stewart, Interim Administrative Assistant

1. President Duman called the meeting to order at 7:00pm.

2. Approval of the Agenda: There were no changes to the Agenda.

3. Public Comment:

- David Swinney said live aboard customers are requesting Post Office boxes at the Port. Buckwald was concerned about postal regulations and asked Swinney to do research. Duman was concerned about the Port's responsibility in handling mail, and staff time.
- Swinney requested his boat be put back on the discounted moorage rate the previous manager imposed.
- Swinney said the Port could make money by installing a boatyard and using the 40 acres for a Veterans Memorial Cemetery.

4. Approval of Minutes by Consent: There were no comments and the Minutes were approved by Consent.

5. Approval of the Financials by Consent: McClure said bills paid in September were \$92,028.77. McClure said the workers compensation credit of \$787.60 came in September. McClure said she would prepare a supplemental budget to appropriate expenditures not included in this year's budget. The fire suppression system under Mo's has been completed. McClure said September campground occupancy was 91%. There were no comments and the Financials were approved by consent.

Old Business

6. Erosion repair project update: McClure confirmed with Julie at the Oregon Emergency Management Office (OEM) that FEMA funds are no longer restricted. Approval to reimburse expenses is still pending due to incomplete applications. OEM, DSL and Army Corp of Engineers need revised plans. There is conflict with drawings and water line regulations. Buckwald was concerned the process is taking too long. Duman stated this should have been a simple project and would like a second opinion. Meyer asked McClure to have the engineer get clarity regarding permits and sketches, and report back at the November meeting. Duman was concerned the Port will need to pay to dredge the marina, then pay to install rip rap. Duman said there should be a way to utilize the sediment for both projects.

New Business

7. Review List of Projects: McClure gave the commissioners 3 project reports: FY17-18, FY18-19, and Major Projects. McClure said staff documented and prioritized projects from one end of the property to the other, including Mapleton. Some projects are included in this year's Capital Outlay and others are in the Facilities budget. Huntington questioned how many projects can be completed by staff. McClure said third parties are only needed for electrical and plumbing.

McClure reviewed the projects that range between \$10K and \$100K. McClure asked for the Boards input regarding funding and prioritizing the projects.

There was discussion about the Siuslaw Estuary Trail project. Phase I goes through Old Town and Port property and Phase II is starts at Highway 126. Phase II has been funded by State Transportation Improvement Project (STIP). Phase I has not been funded. McClure plans to meet with City staff in November. Meyer expressed concern regarding the placement of the path in relation to the safety and privacy of campground guests. McClure said there are alternatives to the placement of the path on Port property. McClure requested one Commissioner attend future meetings with the City.

In response to Duman's request to upgrade the storage buildings, McClure said estimates for replacing the roof was \$128,500, and pouring cement pads was \$117,000. Rickard asked if the walls of the buildings were worth putting this much money into. Duman said the structural strength is still intact. McClure said storage revenue is \$22K a year.

McClure said she is working on getting proposals from realtors to market the PVIP property. McClure said there will be a resolution to update the Public Contracting Policy next month. McClure said staff and the board need to work on updating policies and ordinances.

McClure said rate increases are due for the campground and moorage, but there should be improvements to justify an increase. McClure said the Strategic Business Plan is a good tool to prioritize projects and identify sources for funding. Buckwald said the Port needs to involve residents throughout the entire District and suggested forming a committee. Duman suggested sail boat classes, crabbing and fishing classes, and other activities for the public. Buckwald asked staff to reach out to the entire District and prepare a report each month.

8. Review Port Manager Job Description and Discuss Recruitment: McClure asked for input to revise the job description and said any changes would require a motion and a vote. Buckwald said making changes were important, and in order to do it right he requested more time to work on it. Meyer agreed and said ORS 777 states the Port is free to hire anyone that can assist them in managing the Port and that there is no statutory description required. It was decided that each board member work on their revisions before the next meeting and come prepared to a work session scheduled for 6pm on November 15.

9a. Manager Reports:

- Auditors will be here October 20 for field work.
- A meeting is scheduled with ICM's manager and contractor to discuss building repairs.
- Boom logs will be installed early November.
- The OPPA Conference was informative and a good networking opportunity.

9b. Commissioner Reports:

- Rickard attended a City council forum about housing and jobs. She also went to a Lane ACT transportation meeting and said they make sure Florence is included in transportation issues. Rickard said this is where the Siuslaw Estuary Trail is funded through STIP.
- Meyer said he also attended the OPPA Conference saying it was worthwhile and he was impressed that the Oregon Department of State Lands is looking out for Ports.

10. Public Comment:

- Michelle Culwell agreed with the Commission about taking time to revise the Port Manager job description.
- David Swinney said the Commissioners need to look at all job descriptions. Duman said it is the Manager's responsibility to revise staff job descriptions.

11. President Duman adjourned the meeting at 8:36pm.