

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
 Wednesday November 15, 2017, 7:00pm
 100 Harbor Street, Florence, Oregon 97439

These Minutes were approved at the Regular Meeting on December 20, 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: Resolution 11-15-17A Public Contracting Rules was postponed since a public hearing was not noticed. The agenda was approved.

3. Public Comment: There were no public comments.

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 October were \$85,650.17. McClure said auditor Signe Grimstad suggested a supplemental budget until later in the fiscal year, if needed. McClure said the audit is almost finished and it went well. Signe Grimstad will present the audit to the Commissioners next month. Meyer asked for a previous year comparison report. Buckwald asked for a definition of the Maintenance Assistance Program. McClure explained it's an annual grant from OSMB to help pay for recreational boating facility expenses. McClure said October campground occupancy was 76% and marina was 66%, both were higher than last year. Meyer asked if the Port pays property taxes. McClure said the Port pays property tax on leased property only. McClure said property tax revenue will arrive this month. The Financials were approved by consent.

Old Business

6. Erosion repair project update: McClure said engineer Jack Akin recommended proceeding with the revised plan and to get a variance from ODFW to work outside of the "in water work" period. Akin stated he would request the variance at his own cost. McClure said the plans still need to be submitted to OEM and DSL to be eligible for funding. The Commissioners agreed to Akin's recommendation but stated the Port needs a grading and drainage plan added to the repair design to prevent future damage.

7. Approve Revisions to the Port Manager Job Description, Recruitment: The Commissioners made revisions to the job description and recruitment at the work session. Staff will type up the revisions and present them at the December 20, 2017 meeting for approval.

8. Public Input for the Port Projects/Activities Update: McClure said she is currently working with the Siuslaw News on an article in the Homegrown Progress edition. The article will come out this Saturday 11-18-17 and focus on four issues: campground improvements, marina improvements, Siuslaw Estuary Trail feedback, and what activities people would like to see the Port offer. Guest comment cards have been updated and online

guest feedback is being reviewed. There will be a press release and noticed on the web site. McClure said she may set up a specific email address for the public to submit ideas. McClure will schedule monthly public meetings for input starting November 29th, at 5:00pm. Future meetings would be the 1st Wednesday of the month starting in January. Meyer suggested the first few meetings be for gathering input, then form advisory groups to work with the Commissioners based on their skill sets.

New Business

9. Review 2017 SDAO Best Practices: McClure said every year SDAO sends out a list of best practice items to all districts. There are 5 areas of criteria that provide 2% credit toward liability insurance. McClure reviewed the list and said the Port qualified for the 10% credit.

11. Resolution 11-15-17B Authorizing a SDAO Security Grant Application: McClure said Special Districts has a security grant opportunity. The process is simple and due by December 1, 2017. Originally, McClure wanted to apply for security gates on the West Marina gangways, but due to lack of time and budget, decided to apply for five security cameras and apply for security gates next year.

Motion: To authorize the SDAO Security Grant Application made by Meyer.

Second: Rickard.

Vote: All in favor.

12. Manager Reports:

- McClure mentioned the annual SDAO Conference in Seaside February 9-11th, 2018 and the PNWA Mission to Washington DC March 11-15th, 2018. She will need to make travel arrangements soon and asked the Commission for input on who could attend. Rickard asked if McClure would be willing to go to PNWA. Buckwald asked if going to DC would be beneficial. Rickard said making the effort to attend might result in a willingness for legislators to work with us. Duman asked Harlen Springer, from the audience, if he thought it was important. Springer said attendance is critical to a Port like ours. McClure said she would be willing to go to PNWA if a Commissioner isn't able to. Meyer and Huntington expressed interest in going to the SDAO conference.
- McClure requested input for dredge material pricing. McClure said the dredge material needs to be sold so it's empty for future dredging. The Port is obligated to pay royalties to DSL at \$0.95 per cubic yard. Duman said we need to stay competitive and suggested \$2.50 per cubic yard. The board agreed.
- McClure said she, Rickard, and Stewart attended SDAO Board Training in Toledo. There was discussion about noticing board meetings. Public meeting law requires giving notice, but does not require paying for a legal notice unless there is a public hearing or the board is adopting the budget. McClure said she has been paying for a legal notice every month and asked the Commissioners if they want to continue paying or if just giving notice would suffice. Rickard was in favor of just providing a notice. Meyer suggested notice be published on the front page of the website. Duman suggested using the money saved from publishing to advertise the Port in another way. Buckwald agreed.
- McClure shared ideas for re-landscaping Mariners Plaza. She suggested installing a "Welcome to the Port of Siuslaw" sign to let the public know that the boardwalk, Mariners Plaza and the parking lot are owned by the Port and not the City. McClure also suggested moving the artwork to a different location. The board said they would think about it.
- McClure said RFP have been sent to realtors and responses are due by the end of this month. McClure will ask the realtors to present their proposal at the December work session. RFP's are also being sent to contractors for Mo's building repairs.

- McClure said there are two “Light your Boat” contests. The first contest is being sponsored by the Chamber, Port of Siuslaw, Breen Marine and the City of Florence. Judging will be November 25, 2017. The other contest is the 2nd annual “Light your Boat” contest sponsored by the Port of Siuslaw. Judging will be December 22nd, 2017. Judging for both contests will be done by Coast Guard members.

Commissioner Reports:

- Rickard said she and McClure attended a State of the Coast meeting. Rickard also attended a City Council and a Lane ACT meeting.
- Meyer attended an Oregon Economic Development Association (OEDA) meeting where they concentrated on methods of funding when projects get to the planning phase. Meyer also went to an Oregon Land Conservation and Development Commission (LCDC) meeting where they discussed tsunamis, inundation zones in coastal towns, and the rising of ocean levels.

13. Public Comment:

- Megan Gerber said it would be wise to consult with a hydrologist in regard to drainage in Akin’s engineering plan before making a final decision.

14. President Duman adjourned the meeting at 8:43pm.