

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 21 December 2016, 7:00pm
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 7:00pm.**
2. **Public Comment:** There were no public comments.
3. **Approval of Minutes by Consent:** There were no comments from the board and the Minutes were approved by consent.
4. **Financial Statements by Consent:** Admin McClure reported bills paid in November were \$110,636.44. On the Profit and Loss reports, McClure reported \$197K in tax revenue received in November and the completion of Phase I to replace the fire suppression system under the Wharf. McClure concluded by naming the customers who are in various stages of collections. There were no comments from the board and the Financials were approved by consent.
5. **Audit Report FY15-16, Connie Huntsman, CPA:** Auditor Huntsman gave a 35 minute presentation of the Audit for year ending June 30, 2016 and reviewed 25 pages of the Audited Financial Statements. Huntsman concluded that she found no deficiencies in internal control and the Port had no excess of expenses over budgeted appropriations for FY15-16. Huntsman reported that the Port experienced a loss in net position in the amount of \$189,420 which she attributed to depreciation.
6. **President Caputo changed the order of the agenda to discuss Item 9 Bid Procurement Procedures (7:41:26):** Commissioner Duman asked for the current Bid Procurement Policy. Manager Leskin described the current procedure. Following discussion, it was decided to schedule a work session to discuss Bid Procurement Procedures in January.
7. **President Caputo followed Item 9 with Item 10 Meeting Agenda Schedule (7:53:03):** President Caputo said Commissioners should contact him if they want to request an item for the meeting agenda.
8. **Resolution 12-21-16A Insurance Agent of Record (7:53:23):** Commissioner Buckwald declared a conflict of interest since Coast Insurance was being considered for the Agent of Record. There was discussion between Commissioners Rickard and

Duman regarding the recommendation and voting process, and which agent was local with experience. **Commissioner Duman made a Motion to appoint Coast Insurance as Insurance Agent of Record. Commissioner Huntington seconded. A roll call was taken and Commissioners Duman, Caputo, and Huntington voted yes. Commissioner Rickard voted no.**

9. Resolution 12-21-16B Bank Loan Consolidation (8:04:55): Manager Leskin said out of seven RFPs, two proposals were submitted by Oregon Pacific Bank and Banner Bank. Leskin gave highlights of the two proposals and said there were questions that needed to be addressed before making a recommendation to the board.

10. Resolution 12-21-16C State Mandated Whistleblower Policy (8:10:00): Manager Leskin said the State wants all public agencies and non-profits to have a Whistleblower Policy in place by January 1. **On the Motion, made by Commissioner Buckwald, and seconded by Commissioner Huntington, the board voted unanimously to adopt Resolution 12-21-16C.**

11. Commissioner & Port Manager Reports (8:12:32):

- President Caputo attended two Chamber meetings, one City Council meeting, Rotary and STEP meetings.
- Commissioner Rickard attended Tsunami conferences, three City Council meetings, Lane ACT, and Siuslaw Watershed Council.
- Commissioner Duman reported commercial crab season opens January 1.
- Manager Leskin reported:
 - Realtor Brown said there were nine hits on the PVIP web site listing.
 - FEMA is still processing the approval for the C Row Erosion project. Staff is documenting additional erosion from seasonal storms and king tides.
 - Ordinance revisions continue. Campground and Moorage chapters are done. Copies are in the office for review.
 - Leskin attended the Tsunami conference. Staff is acquiring emergency supplies to have on site.
 - Carrie Martin, long time employee, passed away. A memorial is being considered on port property.
 - The Holiday Dinner was a success with 21 attendees.

12. Port News from around Oregon: Manager Leskin said Congress voted to set aside 10% of Harbor Maintenance Trust Fund dollars for small port maintenance.

13. Public Comment (8:21:25): Bill Fleenor expressed concern with the port's financial picture and encouraged the Commissioners to promote economic development and create jobs.

14. Commission President Caputo adjourned the meeting at 8:27pm.