

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
 Wednesday April 25, 2018, 7:00pm
 100 Harbor Street, Florence, Oregon 97439

These Minutes were approved at the Regular Meeting on May 16, 2018.

Commissioners Attending: Terry Duman, Nancy Rickard, Bill Meyer, Mike Buckwald, David Huntington
Staff Attending: Kelly Stewart, Interim Administrative Assistant

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

2. Approval of the Agenda: There were no comments and the agenda was approved.

3. Rocky Neil Presentation: Neil knows a lady that is interested in doing an Air B & B at the port and wanted to know if the Commissioners would allow that since Ordinance 4 states no subleasing. Meyer says it's an excellent idea if done correctly. There would need to be some structure and strict rules just like a vacation rental. Duman stated he is supportive of the idea but staff and the manager need to do some research to make sure the Port is covered. Meyer stated we would have to look at power and water usage. Huntington stated there could be a sewage issue also. Meyer stated there are self-propelled sewer carts that can be used on an "on call" basis for a fee. Duman said this is a good way to attract boats to the Marina. Duman suggested monitoring the power usage of such vessel. Huntington said he will do more research. Duman told Neil to work with the Manager and staff and get some more information.

4. Public Comment: no public comments.

5. Approval of the Minutes: There were no comments and the minutes were approved by consent.

6. Approval of the Financials: Stewart said bills paid in February were \$133948.76. Stewart said the occupancy report from last month was incorrect and has been fixed. Campground occupancy is up 8% from last year and moorage stayed the same. Our visa statements had late and interest charges on them. The visa company applied our payments to a closed account. This error has been fixed and all the fees were reversed. Buckwald wanted to know what compensated absences are and how it's tracked. Stewart said it is vacation and comp time due to an employee and is tracked on their time cards. Buckwald also wanted a copy of the Port's retirement contribution policy. Buckwald also cautioned to watch our spending for materials and services and stay within budget. The financials were approved by consent.

Old Business:

7. Resolution 4-25-18A adopting a Supplemental Budget and Appropriating funds. Huntington stated this is for the money we received from the security cameras grant.

Motion to approve by Meyer

Second by Buckwald

Vote unanimous

New Business

8. Resolution 4-25-18B adopting a Building Preventative Maintenance Policy. Huntington said this is for the SDAO Best Practices program. This gives us a credit toward our insurance.

Motion: to approve by Buckwald

Second: Meyer

Vote: Unanimous

9. Resolution 4-25-18C to Declare Surplus Property. Huntington said there are seven (7) items. We have tried to

sell some of them before and this time we will also advertise them in the paper, craigslist and radio. Duman suggested having a minimum bid amount on the items.

Motion: to approve by Rickard

Second: Buckwald

Vote: Unanimous

10. Appoint budget committee member and schedule meeting: Application received from Keith Stanton. Budget meeting scheduled for May 7th, 2018 at 6:00pm.

Motion: To appoint Stanton to the budget committee by Rickard

Second: Buckwald

Vote: Unanimous

Manager and Commissioner Reports:

- Huntington said we haven't sold much of the dredge spoils. The Port sign has been ordered and staff will install it. He said the maintenance shed by the restrooms is done and we are getting ready to put the boom logs in the water and out of the overflow parking area. Huntington said we are still waiting for the permits for the C row. Huntington said he and Meyer went to the PCC conference in Coos Bay and made a lot of contacts. They will also be going to Toledo to tour their facility. Huntington also said he was getting bids for the security gates for the Marina. Most Marina's are putting in gates. Duman asked about 24 hour security and hiring someone. Huntington said he has not researched that yet but McClure said it is expensive.
- Rickard went to the City Council planning department. They are working on the housing ordinances. She also went to the Watershed meeting which was about the Dunes restoration. There was another City Council meeting regarding economic development and child abuse prevention. Rickard also went to the Lane ACT meeting and the Oregon Delegation. The Port needs and our failing jetty were discussed. There was another Watershed meeting regarding seafood and farmed fish.
- Meyer went to the PCC conference with Huntington. It was an excellent opportunity to meet people from other Ports and how they are expanding and who they are partnering with.

President Duman closed the regular session at 8:06pm.