**February 15, 2018**

**Port of Alsea Regular Commission Meeting**

1. **CALL TO ORDER**

Board President Bishop called the meeting to order at 2:05.

**Commissioners Present:** President Rob Bishop, Vice-President Jan Power, Secretary Buster Pankey, Chuck Pavlik, and Joe Rohleder were present.

**Management and Staff:** Roxie Cuellar, Port Manager

**Members of the Public and Media:** No members of the public or media attended.

1. **APPROVAL OF THE CONSENT CALENDAR**
2. **Approval of the January 11, 2018 Regular Meeting Minutes**
3. **Approval of the December, 2017 and January, 2018 Financial Statements**
4. **MANAGER’S REPORT**
5. **Personal Flotation Devises for Employees**

Cuellar provided the Commissioners with some examples of Port requirements for the use of personal flotation devises for employees while performing various water-related work tasks to comply with OSHA requirements. Typical circumstances involve work on the docks or vessels, assisting guests with lines and vessel launching, and while operating Port skiffs. Commissioners felt that the Port should purchase them for the use of all employees. Cuellar told the Commissioners she would create a memorandum describing the times when employees would be required to wear them.

1. **Removal of Joe Warren’s Personal Property from the Port**

Cuellar told the Commissioners that former Port maintenance person is now working full time at Driftwood Shores in Florence. The only remaining personal item he still has at the Port is his boat located behind the shop. He told Cuellar he would be removing it soon.

1. **Office Closure**

Cuellar told the Commissioners that the office would be closed on the Friday before Presidents’ Day, as well as the Monday of Presidents’ Day as she had a personal commitment to work at the Asian Festival in Eugene that weekend.

1. **PUBLIC COMMENT**

There was no public comments.

**V. OLD BUSINESS**

1. **Port’s Bond Measure Information Mailing**

Cuellar told the Commissioners that she had received a bid on the cost of printing and postage of the Port’s mailer for the bond measure. The bid was $1,180.82, but that is an estimate, depending on the actual number of mailings. The bid is based upon mailing to 2,500 households with voters in the Port District. Pioneer Printing can print the addresses on the mailer and we will also get a bulk mailing rate.

Cuellar told the Commissioners that she planned to submit the Port’s Information Mailing sheet to the Secretary of State’s Office around the first of March to make sure that the Port receives approval by the state Elections Division before it is time to send the information piece to Pioneer Printing.

1. **Maintenance Shop**

Commissioners Bishop and Pankey met with the OSHA representative to determine what changes the Port would need to make to become OSHA compliant. Both the maintenance shop and the space rented to the Shrimp Daddy received a fairly clean bill of health. In the discussion about whether to retain or tear down the buildings for additional parking, Bishop said he thought the best use of the property was for parking but that he could be swayed. Cuellar told the Commissioners that she had spoken with Troy Smith about the location of his food cart and he was fine with being on the lot behind the office is the Commissioners decided to keep the maintenance building. The Commissioners felt that the Port should keep the buildings for now. Cuellar reminded the Commissioners that the lease with the Shrimp Daddy expired at the end of 2017. She recommended that the Port keep a month-to-month lease with the Shrimp Daddy, with the Port providing 60 days of notice to vacate the property. Cuellar told the Commissioners that one condition should be placed on the Shrimp Daddy staying at its current location – that it pays its rent on time. The Commissioners agreed.

1. **FEMA Funding Progress (or lack thereof)**

Cuellar told the Commissioners that there has been no progress on getting the approval of Oregon Emergency Management’s (OEM) payments of the Port of Coos Bay invoices, nor has the Port of Coos Bay provided the maintenance invoices based on actual costs that OEM requires. She was thinking about asking for a face-to-face meeting with all the parties in hopes of resolving the issues so the books could be closed on the dredging costs.

1. **Use of Lot Behind the Office**

Because Pacific Sourdough will not be relocating behind the Port office, the Port will be using the lot for food carts. Troy Smith will locate his food cart there. The goal is to find two other food carts that would locate there at least five to six months of the year. Pavlik thought the Port should try to find food carts that would locate at the Port all year. He gave the example of Chubby’s that stays open all year in Waldport.

1. **Job Description for Maintenance Position**

Cuellar explained the job description that she planned for the new maintenance position. The position would consist of maintenance with fewer hours but a wage of $15 - $17 per house, depending on experience. There would be a separate janitorial position that Robbie Hensen would continue to fill that would consist of keeping the public bathrooms clean, emptying the outside garbage cans, and issuing citations when it gets busier. Cuellar said she was planning to give him a raise from minimum wage to $11.00. Cuellar estimated that the Port has saved more than $12,000 by not filling the maintenance position when Joe Warren moved to Florence in November.

**V1II. NEW BUSINESS**

1. **Yachat’s View the Future Presentation**

Cuellar informed the Commissioners that the non-profit group from Yachats, View the Future, is scheduled to make a presentation at their March meeting.

1. **Possible Mitigation Projects**

Cuellar reported that she is looking for mitigation projects that the Port could do if the bond measure passes. She will be working with Derek Wilson at ODF&W to find projects that can be approved by both ODF&W and DSL. Cuellar made inquiries on the Yachats Community Page to see if there were possible mitigation projects on the Yachats River.

1. **Hiring of Jack Akin for Permit Applications**

The Port held a pre-application process on February 7 with the goal of having permits almost ready to file if the bond measure passes in May. Akin estimated that the maximum cost of having him work on the permits prior to May would be $5,000. If the bond measure passes, those costs can be paid from the bond funds. If the bond measure fails, the Port would be responsible for the costs. Cuellar said that she would try to avoid any unnecessary costs until after May 15, when the Port would know the results of the bond measure.

**IX. COMMISSIONERS’ COMMENTS**

There were no Commissioner comments.

**X. ADJOURNMENT**

As there was no further business, Bishop adjourned the meeting at 3:35.

ATTESTED:

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Rob Bishop. President Buster Pankey, Secretary / Treasurer