**October 17, 2018**

**Port of Alsea Regular Commission Meeting**

1. **CALL TO ORDER**

Board President Bishop called the meeting to order at 2:00.

**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:** Adam Springer, the Port’s attorney, attended the meeting. No other members of the public or the media attended.

1. **APPROVAL OF THE CONSENT CALENDAR**

Power moved to approve the Consent Calendar, specifically the September Financial Report. Rohleder seconded the motion. The motion passed 5-0.

1. **MANAGER’S REPORT**

Cuellar told the commissioners that she had sent an email to Sharon Scarborough in response to her email requesting that the Port cut down some of the trees on its property close to her home. Commissioner Pavlik had stopped by to see if there were issues pertaining to the maintenance of the Port’s properties and determined there were none. Cuellar told Scarborough in the email that the Port had never become involved in their neighborhood disputes in the past and had no intention of becoming involved in the issues between Scarborough and her neighbors now unless it was pushed into doing so.

Cuellar informed the Board that the Port had received another handwritten note from Aubrey Skinner complaining that no case number had been created by the sheriff’s department about his complaint pertaining to the alleged vandalism of his boat. This time, however, the complaint was not accompanied by any vandalism to the Port’s public bathrooms. Cuellar reported it to Deputy Brooster he said he would create a case file for Skinner.

Cuellar reported that the Port was seeing a lot of boating activity, even though the crabbing was not great. However, the number of commercial bay crabbers was down to about half of prior years.

Cuellar told the commissioners that she had received a notice that she had failed to file a quarterly report about Commissioner Rohleder’s lobbying on behalf of the Port. She had called the Ethics Division to find out how to make the report, but the woman she spoke with thought that it was a report for the ethics submissions that the commissioners have to file every year and Cuellar said she was unclear what she was to do, so she assumed that she had completed what needed to be done. After she received the letter, she called again and was told that while the reporting of the lobbying activity and the reporting of the ethics submissions are both out of the same office, they are different reports. She was shown how to do the lobbying report and told to file a letter of explanation on why she had filed it late. She was told that since it was her first violation, the Ethics Commission would usually forgive the $20.00 fine that had been imposed. Cuellar said she had sent in the letter immediately.

Cuellar told the Board that she was behind on the minutes because the commissioners had had so many special meetings during the last two months with respect to selecting a contractor for the marina project. She told the commissioners that she was slowly catching up.

Cuellar informed the Board that Amy Greer, the Port’s accountant who did payroll for the Port, was no longer going to do payroll after the first of the year. Cuellar was exploring options, but the best option appeared to be using QuickBooks payroll. Amy would help set it up in January.

1. **PUBLIC COMMENT PERIOD**

There was no public comment.

1. **OLD BUSINESS**
2. **Selection of Contractor**

The Board had interviewed Greg Morrill, Bergerson Construction, the previous day before committing the Port to selecting Bergerson as the contractor for the boat launch and marina project. At its regular meeting on October 17, 2018, the commissioners discussed the interview. They said said they liked the Bergerson’s project approach, the manner of supervising employees, Greg Morrill appeared knowledgeable about the project, and seemed down-to-earth and accessible. Power moved to hire Bergerson Construction for the project, Rohleder seconded the motion and the Board voted 5-0 to authorized Cuellar to send a Letter of Intent to Award the contract to Bergerson and to send that letter all of the other contractors who had submitted bids as well. Power also moved and the motion was seconded by Rohleder for Cuellar to enter into negotiations with Bergerson for the execution of a contract. The motion passed 5-0. Springer said he would draw up the contract after the negotiations were complete.

1. **$1,000,000 into T-Bills**

The Board followed up the discussion of investing the bond money that had begun at its previous meeting. Cuellar said an investment person associated with Columbia Bank had suggested treasury bills as one investment type that was paying a good interest rate of 2.5%. The problem with treasury bills is that they are not liquid and the higher interest rate requires a 12-month commitment. Power moved and Rohleder seconded that the Port put $1,000,000 into 12-month treasury bills if the interest rate was comparable to the State of Oregon Local Government Investment Pool, and put the remained except $60,000 into the LGIF.

1. **Citizens’ Review Committee Meeting**

Cuellar told the Board that the Citizens’ Review Committee had met for the first time on September 25, 2018. Commissioner Power attended the meeting on behalf of the commissioners. Cuellar said it was mainly an introductory meeting, going over the purpose and role of the committee, as well as the documents pertaining to the sale of the bonds on September 12, 2018.

1. **NEW BUSINESS**
2. **Columbia Bank Instead of Square**

Cuellar related to the Board that Columbia Bank had given a proposal to serve as the Port’s credit card service processor. The Port currently uses Square to process credit cards. Cuellar had said that she had given Columbia Bank the amount of money the Port had received from credit card charges during September, the Port’s busiest month, from Square, as well as the fees charged by Square for the transactions. Cuellar said that during September, the Port may have saved $11.00. However, Columbia Bank charged a monthly fee to process credit cards in addition to the transaction fee; Square does not.

1. **COMMISSIONERS’ COMMENTS**

Power asked about Guptil’s fence. Bishop said he had spoken with the contractor near the Port office that does Koi ponds. That contractor said he would give us a bid. Bishop spoke about the hand dryers in the Port’s public bathrooms and the problems in the bathrooms. He said that the Oregon Department of Corrections put the hand blower mechanism behind the walls, with the hot air simply blowing through a hole in the wall. He said the Port could do the same thing in its bathrooms by putting the mechanism in the chase. He said that Ken Gayner’s neighbor has grants that are given out and he was trying to get more information about it. Pavlik said the Port may need to look at a better security system for the bathrooms. Rohleder said he was still working on the non-motorized waterway access legislation. Cuellar told the commissioners that the Lincoln County Economic Development Alliance was putting out the 2019 grant applications. She planned to submit a grant application for a new pay station for the boat launch.

**X. ADJOURNMENT**

As there was no further business, Bishop adjourned the meeting at 3:20.

ATTESTED:

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Rob Bishop, President Buster Pankey, Secretary / Treasurer