**November 7, 2018**

**Port of Alsea Special Board Meeting**

1. **CALL TO ORDER**

Board President Rob Bishop called the meeting to order at 9:30 AM.

1. **COMMISSIONERS, STAFF, AND GUESTS PRESENT**

Commissioners Bishop, Vice-President Jan Power, Secretary/ Treasurer Buster Pankey, Chuck Pavlik and Joe Rohleder were present. Port Manager Roxie Cuellar was present. Greg Morrill and Chad Curs, Bergerson Construction, Jon Keiser, PND Engineers, and Eric Campbell, Campbell Environmental, were present. Adam Springer, Port attorney, attended the initial part of the meeting.

1. **CONSENT CALENDAR**

Power moved to approve the Consent Calendar, specifically, the October 11, 2018 Minutes. Rohleder seconded the motion. The motion passed 5-0.

1. **WORKSHOP WITH BERGERSON CONSTRUCTION**

All present reviewed the Boat Launch and Marina Construction Project Design-Build Agreement. Springer indicated he was satisfied with the agreement. Morrill had already signed the agreement; Cuellar signed the agreement on behalf of the commissioners.

Bergerson supplied an agenda for the Program Refinement Workshop. The commissioners discussed design options pertaining to various float types, utilities, and marina design with Bergerson and PND personnel. Eric Campbell discussed the progress of the permit process. It was agreed that all issues and discussions would go through Morrill and Cuellar. Permit discussions could go through Campbell and Cuellar, with Morrill copied on the correspondence. PND would issue a Certificate of Insurance, with the Port of Alsea and Bergerson Construction named as parties of interest. All of the parties would maintain a strict schedule prior to the GMP Proposal, then Bergerson would begin the purchase orders to confirm the pricing. Cuellar would send out an email with all the parties’ email addresses. The meetings prior to the GMP to further refine the design were scheduled for December 5th and 19th at 11:00 AM by teleconference. The meetings would continue on January 9th at 11:00 AM, with a tentative meeting scheduled for January 23rd, with the GMP due on January 31.

Power provided materials to Bergerson and PND on the type of kayak launch that the kayak group recommended for the new marina, along with the manufacturer and cost sheet.

Eric related that the permit construction drawings on the boat launch project were waiting for the stormwater design. Morrill said that project essentials included the location and requirements for the fire hydrant at the end of Mill Street, as well as the requirements for water and electrical.

1. **ADJOURNMENT OF THE MEETING**

Bishop adjourned the meeting at 3:35 PM.

ATTESTED:

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Rob Bishop, President Buster Pankey, Secretary / Treasurer