**January 18, 2023 Minutes**

**Port of Alsea Regular Board of Commissioners Meeting**

**365 Port Street, Waldport OR 97394**

**I. CALL TO ORDER**

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

**Commissioners Present:** Jan Power, Vice-President Joe Rohleder, Secretary / Treasurer Buster Pankey, Commissioners Joe Rohleder and George Gray.

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

**Members of Public and Media:** Ron Graves

**II.** **APPROVAL CONSENT CALENDER**

Rohleder moved to approve the Consent Calendar of November 16, 2023 Regular Meeting minutes, and the November and December, 2023 financials. Pankey seconded the motion. The motion passed 5-0.

**III.** **MANAGER’S REPORT**

Cuellar told the board that during the cold spell the previous week, people had started fires in both of the public bathrooms. There had also been evidence of drug use in the bathrooms. As a result, she posted on the Waldport Community Page that the public bathrooms would be locked fromlate afternoon until the next morning until further notice. She informed the board that she would be taking on a vacation from Friday, February 2 until February 14, when she would return to the office. She told the commissioners that there was a problem with people failing to stop at the stop sign on Broadway and Port Street. This time of year, the street is fairly open but she is concerned that will translate into serious problems as the Port approaches its busy season this summer. Cuellar also told the board that attorney Pete Gintner will attend the February 15 meeting to an employment contract with employee Robby Hensen to provide with some employment protection when a new port manager is hired. Adam Springer, the Port’s usual attorney, told Cuellar he does not do employment law. Gintner represents public entities. Cuellar told the board that she had met with Dann Cutter, Waldport’s city manager, with regard to the excessive water bills billed to the Port and they had arrived at a solution. After the new waterline is installed to the Salty Dawg Restaurant, the Port will be reimbursed by the city for the Salty Dawg water bills it has paid for which the Salty Dawg has also paid. Cuellar told the board that she is going to look into the option of getting other liability and casualty insurance from a private insurance company instead of SDIS, All insurance has become very expensive, but basically we are only getting coverage for liability. SDIS did reduce our insurance by $800 because we have not had a claim, but Cuellar said it could not hurt to see if we can find less expensive insurance.

**IV.**  **PUBLIC COMMENT**

Ron Graves told the Board: Welcome to 2024.

**V. OLD BUSINESS**

 **A. Boarding Floats Repair**

Cuellar provided the board with the estimate from Oregon Marine Construction for repairs to the

boarding float. She spoke with Janine Belleque at the Oregon State Marine Board. Janine sent

Cuellar a Small Grant Application to pay for the repairs.

**B. Audit**

Cuellar provided each commissioner with a copy of the 2023 annual Audit prepared by Grimstad and Associates and submitted to the Secretary of State’s Audit Division.

 **C. Rate Increases for Annual Launches, Moorage, and Crab Measures**

Cuellar provided the commissioners with her recommendations for the rate increases for the annual launch passes and the 20’ and 25’ moorages. She told the commissioners that she would come back to the board with a resolution at the February meeting if the board approved the rate increases she recommended. She told the board there was one rate increase that she was conflicted about – whether the rate increase for the out-of-district six-month moorage should be increased from $750 to either $800 or $850. The commissioners preferred an increase to $850. Cuellar told the board that she also planned to increase the cost of the crab measures sold by the Port to something above the current $1.25 but she had not yet determined the price. This was not something the board needed to approve but she wanted the commissioners to be aware that she intended to raise the cost of the crab measures.

**VI. NEW BUSINESS**

1. **Website**

Cuellar told the board that she constantly received solicitations from companies to update our website. However, she spoke to one company that may offer some advantages over others and she had shared this information with Power, who works with our current IT company to maintain the Port’s website. Cuellar suggested that the Port continue to look into this possibility, as our current website is getting old and Lisa Gray, who designed and maintains our current website has to personally put new meeting notices and agendas on the website herself. Power noted that Gray is living in Canada and Gray has said that she has a hard time working with the website platform now because it is so old.

1. **Port Manager Job Description**

Cuellar brought the commissioners up to date on the progress of looking for a new port manager to take her place this year. The committee made up of Power, Rohleder, Rob Bishop (the retired past board president) and Cuellar, looked at post the job position in early September, with the goal of hiring someone at the end of September and having them work with Cuellar for a few weeks as needed. Cuellar told the board that she had now been thinking about a different approach entirely. She related that both Bishop, when he was on the board, and Pankey had discussed the need to have an employee who can do maintenance through the year and Cuellar had repeatedly told them that the Port could not afford to keep someone on staff through the year for maintenance. However, with a different job description for the new port manager, the new manager could perhaps be hired at the salary Cuellar is at after nine years, but expand the new managers duties to work a full forty hour week, which Cuellar had not done. The job description could also including helping Robby Hensen, the Dock of the Bay manager, with heavier duties during the winter months when the port manager and Hensen are the only port employees. Those duties could include taking the rental boats out of the water for seasonal maintenance, moving equipment around, etc. Hensen would continue to have his regular maintenance duties, such as cleaning the public bathrooms, but the new port manager would be there to help with heavier work.

She also suggested that the board could post the position in late March or early April and hire a new manager, but the new management position would not actually take place until Mid-October. In the meantime, the new hiree would be paid an hourly wage of $19.00 to work two days a week at the Dock of the Bay, filling a position that would need to be filled for the 2024 season, and work one day a week in the Port office with Cuellar, which would provide better training for the future manager. If the Port could not find a candidate who was able to fill that job criteria or starting working and decided they were not interested in the position after starting it, the Port would have time to repost the position and go back to a more traditional job description for a port manager. She told the board if they were interested in that approach, she would write up a job description along those lines. The board agreed that they would like to try that approach and Cuellar told them she would have the job description ready for them to review at their February meeting.

**VII. COMMISSIONERS’ COMMENTS**

There were no commissioners’ comments.

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**VII. MEETING WAS ADJOURNED AT 3:30 p.m.**

ATTESTED TO:

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