

July 18, 2024 Minutes
Port of Alsea Regular Board of Commissioners Meeting
365 Port Street, Waldport OR 97394

I. CALL TO ORDER

Board President Jan Power called the meeting to order at 2:00 p.m.

Commissioners Present: Board President Jan Power, Vice-President Joe Rohleder, Secretary / Treasurer Commissioner Buster Pankey, and Commissioner George Gray. Commissioner Chuck Pavlik was absent.

Management and Staff: Roxie Cuellar, Port Manager

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

II. APPROVAL CONSENT CALENDER

Rohleder moved to approve consent calendar of June 20, 2024, Regular Meeting Minutes, and the June, 2024 financials. Gray seconded the motion. The motion passed 4-0.

III. MANAGER'S REPORT

Cuellar informed the commissioners of the various medical appointments for staff but assured the commissioners that staffing was covered during any absences. She alerted the commissioners about the \$100 counterfeit bills that were circulating in Waldport and that she and Hensen had discussed how to identify them. Cuellar also told the board that the Salty Dawg had paid its rent to the Port for the 24 / 25 fiscal year. She informed the board that the recruitment for the new port manager would begin in September and told the board that the process for that recruitment would be discussed at the August board meeting. She also told the board that she was told by Northwest Parking, that services the Port's pay station, that many agencies were beginning to eliminate cash payments. However, Cuellar does not believe doing so would be in the best interest of the Port. While the cash payments are down compared to previous years, about 8% of boaters still pay cash for their daily launches.

IV. PUBLIC COMMENT

There was no public comment.

V. OLD BUSINESS

A. Salty Dawg Water Line / Water Reimbursement

Terry Thissell ran the water line from Broadway to the Salty Dawg and the city staff reinstalled the meter. The Port is now waiting for reimbursement from the City for the Port being overbilled for payments for the Salty Dawg.

B. Intuit / Quick Books Payroll

The Port was informed by the State Employment Office that Intuit has not filed the first quarter payroll taxes. Cuellar spoke with the State Employment staff and was told the Port has until September to fix the problem.

VII. NEW BUSINESS

A. Account Reconciliations

Cuellar told the board that the General Fund account has some issues that she is not able to fix. The beginning balance of the general fund was off by \$10,000 and she was going to contact Amy Greer to help resolve the problems. Greer used to do the Port's payroll. Greer is now acting as an independent contractor out of Grimstad's office.

VIII. COMMISSIONERS' COMMENTS

There were no commissioner comments

IX. MEETING WAS ADJOURNED AT 2:45 p.m.

ATTESTED TO:

Jan Power, President

Buster Pankey, Secretary/ Treasurer