

January 20, 2022 Minutes
Port of Asea Regular Board of Commission Meeting
Held by Teleconference

I. CALL TO ORDER

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

Commissioners Present: President Bishop, Vice-President Buster Pankey, Secretary / Treasurer Jan Power, and Chuck Pavlik were present. Joe Rohleder had an approved absence.

Management and Staff: Roxie Cuellar, Port Manager

Members of the Public and Media: No members of the public or media were present.

II. ELECTION OF OFFICERS

By consensus, the board chose to continue the offices held by those currently holding them: Rob Bishop, Chair, Buster Pankey, Vice-Chair, and Jan Power, Secretary / Treasurer

III. APPROVAL OF THE CONSENT CALENDAR

Power moved to approve the consent calendar of the November 18, 2021 Regular Meeting Minutes, and the November and December, 2021 Financials. Pavlik seconded the motion. The motion passed 5-0.

IV. MANAGER'S REPORT

Cuellar told the board that most of the items to be discussed were listed as agenda items. She did let the board know that because of COVID restrictions, she would not be taking her annual vacation that she usually takes at the end of January and early February, but would instead take days off throughout the spring to work in her yard or take short trips. She also discussed the possible effects of inflation on the Port's expenditures in the future.

V. PUBLIC COMMENT PERIOD

No members of the public or the media attended the meeting.

VI. OLD BUSINESS

A. Construction Completion

Cuellar told the board that with construction of the new boat launch, marina, and accessories, such as the ADA kayak launch all installed and paid for, the Port can now assess the full cost of the project, which was \$2,960,527.08, which included a split of \$60,000 in savings on the

Guaranteed Maximum Price contract. She reported that the Port currently has a bit more than \$2,000 of grant money left that must be spent on capital projects.

B. Audit Review

Cuellar **lead** the board through the financial procedural changes recommended by Grimstad & Associates, the Port's auditors. Cuellar explained that she would try to implement as many of the changes as were practicable, but some of the suggested changes were simply not possible. For example, the auditors recommended that the Port use the new cash register system to keep track of inventory for the Dock of the Bay. However, that would require that every item sold have a bar code assigned and attached so it could be scanned at the time of purchase. The cost and time of doing that was just not feasible. Cuellar told the board that she had talked to Dave Brooks at Alsea Bay Power about it and he agreed that system was not practical for the Dock of the Bay. He did make some suggestions, such as using an inventory system used by restaurants and bars to keep track of products. The auditors also recommended that the Port make daily bank deposits and that a commissioner make those deposits. Cuellar assured the commissioners that she would never ask them to take on daily tasks like that, but also told the commissioners that it would be poor governance. She reminded that commissioners that the board supervised the port manager and that the port manager supervises staff. If a commissioner takes on the tasks that would normally be performed by staff, is the port manager now supervising a commissioner? Cuellar explained there is a difference between the commissioners taking on a project, such as putting in a new water line and boat rinse stations, which required no supervision from the port manager, and the commissioners doing tasks that clearly should be performed by staff. Cuellar told the commissioners that blurring the lines between staff responsibilities and things performed by commissioners should be approached with extreme caution. On the other hand, Cuellar told the commissioners there **would** recommendations that she could do easily, such as making a bank deposit on the last working day of each month. There were other recommendations that she would try to accomplish as much as possible, but she would also take into account how much additional time it would take, especially if the recommendations appeared to be mostly for the benefit of the auditors rather than the Port itself.

C. Crab Measure Sales

Cuellar and Bishop explained their experiences going on the road to speak to businesses about the purchase of the crab measures being made by the Dock of the Bay. Bishop had gone to businesses north of Waldport and Cuellar went south as far as Charleston. Both reported to the commissioners they had received positive responses from people they talked to.

D. Status of Central Coast Fire Slip

Cuellar told the board that she had spoken to two firemen about the boat slip lift. She told them that she wanted to submit a grant application to the county under the infrastructure grants due in April for the lift, the electrical, water connections, and the cameras and lighting for the docks.

VII. NEW BUSINESS

A. Inflation

Cuellar had discussed this somewhat during the Manager's Report. She told the commissioners that inflation was 7% in December and that it was something that the Port had to take into consideration for future costs and revenues.

B. Tsunami Alert

Cuellar discussed the tsunami alert that had happened two days earlier. She explained that she decided not to close the launch but she did close the docks. She explained she had been tracking the tsunami since 5:00 that morning and decided that closing the launch was not necessary. She did come to the Port at 7:30 am with the tsunami scheduled to arrive at 8:30 and talked to all of the boaters at the boat launch. She advised them to not leave their pots in the water unattended because the strong undertow, while not an issue for the boats, could very well pull their pots out to sea.

C. Fee Increases

Cuellar told the board that she had sent Janine Belleque at the Marine Board an email to check on the possibility of increasing the \$7.00 daily launching fee.

D. New Scam

Cuellar told the board that she had been taken in by a new kind of scam, although she did not lose any money because she refused to do exactly what they asked her to do. The new scam is that someone creates a new email address for someone (in this case Commissioner Chuck Pavlik) and sends it to someone who has frequent email contact with him (in this case, me). The difference is that because it is a new, legitimately created email address, it gets past the scam filters and the people who are pulling the scam actually trade emails back and forth with you. In the past they would ask you to click on a link or something. Now it is a one-to-one conversation via email. Cuellar said it worried her that they picked a Port of Alsea commissioner and the Port manager to run the scam.

VIII. COMMISSIONERS' COMMENTS

Pankey told the commissioners that he was working with Robby to get the rental boats in good condition for the new crabbing season coming up. They were cleaning out the Port shop on Broadway to accommodate one or two boats at a time to sand down the bottoms and repaint them.

Power said she was going to work with Lisa Gray to find out some of the costs of making changes to the new website.

IX. THE MEETING WAS ADJOURNED AT 4:20.

ATTESTED TO:

Rob Bishop, President

Jan Power, Secretary / Treasurer