**December 3, 2020 Minutes**

**Port of Alsea Regular Board of Commission Meeting**

**Held by Teleconference**

1. **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, Chuck Pavlik, and Joe Rohleder were present.

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

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

1. **APPROVAL OF THE CONSENT CALENDAR**

Power moved to approve the consent calendar of the October 15, 2020 Regular Meeting Minutes, and the October and November, 2020 Financials. Rohleder seconded the motion. The motion passed 5-0.

1. **MANAGER’S REPORT**

Cuellar told the commissioners that the 2019 / 2020 annual audit was already completed and sent in to the Secretary of State’s Audit Division. She also told the board that she would be transferring $68,055.27 from the LGIP bond account to the Columbia Bank bond account to pay Bergerson’s November invoice. Bergerson needed a place to put its GPS equipment for dredging and for the marina work. Cuellar said she made arrangements with Kim Thissel, representative for Bill Ternyila’s estate, to use the outbuilding at the Dock of the Bay and Cuellar offered to pay Kim one month of the Central Lincoln PUD bill, which Kim agreed to.

1. **PUBLIC COMMENT PERIOD**

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

1. **OLD BUSINESS**
2. **Facilities Closure**

Cuellar reported that the boat launch actually closed on November 13, 2020. The Port had to close more of A Dock and also had to close off the entrance to the ADA platform, which had become unsafe. Closing off the ADA platform meant that there was no longer access to the commercial dock and the small floats attached to the debris boom that were paid for by FEMA. Because the Dock of the Bay closed and removed their boats from the marina, Cuellar said she was able to put the commercial bay crabbers in that space and on the transition dock.

1. **Dock of the Bay Update**

Cuellar had shared with the commissioners a letter from probate attorney Brian Haggerty sent out to Kim Thissel, Bill Ternyila’s Personal Representative, Robby Hensen, and Jim Hill explaining that the estate would not be settled sooner than April and probably later. Jim Hill wanted the Port to provide a lease so he and Robby could open the Dock of the Bay, and my position was that no lease could be issued until the ownership of the Dock of the Bay had been legally transferred to Bill’s heirs and that various requirements would need to be met before a new lease was issued. The hope was that this would stop the endless discussion about the probate issues and take some of the pressure off Robby to try to get the Port to issue a new lease.

1. **Rate Increases**

Cuellar recommended to the commissioners that they consider rate increases after the first of the year. She had received an email from Janine Belleque at the Marine Board that OSMB would not be friendly to an attempt to increase the daily boat launch fee. For that reason, Cuellar suggested that the commissioners focus on updating the annual launch fees and the moorage fees. She had sent the commissioners some options to think about. One was to adopt a two-tier rate system that would establish one rate for Port District residents and those who own property (and therefore pay property taxes) in the District, and a second tier for those who are from out of the District. The commissioners preferred a new two-tier rate system. Cuellar also discussed the potential need to charge more for the 25’ slips than the 20’ slips. One reason was to discourage people with 16’ boats from wanting to be in 25’ slips near the gangway. Pavlik said that most ports base their rates on the length of the boat. Cuellar said that most ports charged based on the length of the boat or the length of the slip, whichever is greater. Since most boaters at the Port have boats that are less than 20’, it would probably be less complicated to charge by the length of the slip.

1. **NEW BUSINESS**
2. **Creation of Second LGIP Bond Account**

Cuellar told the commissioners that she wanted to establish a second LGIP bond account that would be solely for bond property taxes. That would enable her to keep the bond property taxes, that are committed to paying the bond holders, separate from the bond funds that are used to pay for bond construction projects. The board approved the creation of the second LGIP bond account by consensus.

1. **Shrimp Daddy Rent Account**

Cuellar provided the board with a breakdown of the costs incurred by the Port by the Shrimp Daddy versus the revenues realized by the Port. When the amount that the Port paid out for property taxes and utilities versus the $200 realized by the Port for renting out the shop unit rented by the Shrimp Daddy, the amount of monthly revenue received by the Port came to less than $5.00 per month. The commissioners agreed that the rent had to be increased to provide the Port with a reasonable return. The commissioners also suggested that the Port not charge the Shrimp Daddy the $80 of monthly moorage fees until the marina has been finished. Cuellar said she would speak with Mike Gaten about the proposed increases and see what changes he would suggest.

1. **Marina Security**

Cuellar told the board that Daniel Brand, owner of Newport Emporium of Digital Entertainment and Surveillance (NEDES), who installed our current surveillance cameras, told her of cameras that can be put on poles and pilings with straps that have built-in LED lights that illuminate areas very well. They work with Wifi, so there is no need for hardwiring. Cuellar said it could be something that the board would want to look into. Cuellar said that in the past, she had asked Central Lincoln PUD to switch out the lights on the poles near the marina to LED lights, which are cheaper and brighter, and was told they could not do that until they had used all of their incandescent lights. Cuellar said she would contact Central Lincoln again.

1. **2020 Newsletter**

Cuellar told the board that the 2020 newsletter had been sent to Pioneer Printing for printing and mailing before the end of the month.

1. **Bonus for Cuellar (Put on the Agenda at Chair’s Request)**

Cuellar thanked the chair and the board for thinking about a bonus for her, but she didn’t really need one. With the Port’s finances so uncertain right now, with the marina construction and COVID, she said it would probably be the wrong time. Bishop suggested perhaps it could be some additional time off, but it was agreed that the time probably wasn’t right. Cuellar thanked the board again for offering.

1. **COMMISSIONERS’ COMMENTS**

Commissioner Power discussed the Port’s website. The IT person we had been working with had not completed the website, so the Port contact Lisa Grey, who created our last website, to work again with the Power to have a functional website. Power also recommended that the Port look into a software for marina reservations when the new marina opens. Pankey brought the commissioners up to date on the boat rinse station. He recommended that we get rid of the logs at the edge of the south end of the boat launch parking lot where the new boat rinse station would be. Pavlik discussed the need to establish some kind of dredging fund – what that might look like. Bishop gave the commissioners an update on the Fire and Rescue boat house. The Port is communicating with Greg Morrill at Bergerson to see if they may be interested in fabricating the boat house. Rohleder told the commissioners that the ocean commercial crab season would not start until some time in January after the crabbers and processors agree on a price.

1. **THE MEETING WAS ADJOURNED AT 4:20.**

ATTESTED TO:

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Rob Bishop, President Jan Power, Secretary / Treasurer