**TO:** Port of Alsea Board of Commissioners

**FROM:** Roxie Cuelar, Port Manager

**DATE:** March 7, 2018

1. **Status of Maintenance Position**

The closing date for receiving applications / resumes for the maintenance position is Friday, March 16. I will review the applications and call candidates for interviews on Monday. The interviews will take place on Friday, March 23. I will inform the candidate that I hope to hire the following Monday, subject to a background check and drug testing. The goal is to have the person on the job by mid-April. Commissioners Bishop and Pankey, Bud Shoemake, Port Manager at Port of Toledo, and I will do the interviews.

1. **LED Bulbs for Outside Lights**

I requested that Central Lincoln replace the bulbs in our exterior light poles / flood lights with LED lights. Rosetta told me that she is paying more than $200 a month more for electricity at the Salty Dawg than the Sea Note in Yachats, even though the Sea Note is larger, because she has LED lighting throughout the Sea Note. The LED bulbs are more expensive, but they save money in the long run, and they last longer. Central Lincoln said they would get back to me.

1. **Repair of the Next Section of the Boarding Float**

Commissioner Pankey will repair the next section of the boarding float when the weather permits and he has time. The cost of renting the forklift last time was $394.15 and the materials were $231.39, so presumably the next section will be somewhere in the area of $600 as well. Hopefully, the section will not fall apart while it is being removed from the launch and before Pankey can band-aid it back together.

1. **QuickBook Issues**

As you are aware, we have had numerous issues with QuickBooks in the last few months, including losing six months of data, which I had to reenter. The latest issue is that we cannot copy, then open, QuickBooks to send to Tony Wilder, our auditor. He tried to make copies to a flash drive or CD while he was here this summer to take back to Las Vegas with him and was not able to do so. I emailed a copy of QuickBooks to him so he could finish his audit, but he was unable to open it. When he called QuickBooks, he was told that he needed to purchase the Accountant’s version of QuickBooks before he could open the data that I sent him, which he is unwilling to do. Our version of Quickbooks is the 2015 version and it has probably been corrupted by the tech people who have worked on it, trying to recover the data that was lost in January, etc.. Bottom line is that we probably need to buy the new 2018 version. Tony recommends that we get the new version now. He is working around the inability to get the copy of our QuickBooks this year by having me send the Balance and Profit & Loss reports. He has all of the monthly reconciled bank statements also. The situation is not ideal, but will evidently work for this audit. With the new version of QuickBooks, and by not transferring the old data to the new version, we should be able to just make a copy of next year’s data on a CD or flash drive and mail it to him, just as we have done in the past. The problem is that would work for the 2018 / 2019 audit, but we would still have this same problem next year for the 2017 / 2018 audit. The 2018 version is not available until May, but one of the tech people I spoke with at QuickBooks told me he could install it now. I may do that if they can assure me that we do not have to pay for it if the problem we are now having with the current software transfers to the new software when the data is transferred.

1. **Cleaning Up the Back Lot**

Keith Paulson will clean up the back lot, removing the wood as well as other debris. Mark Wiederhold will prep the lot, including putting in the sewer, water, and electrical lines for the food carts, and putting gravel down. The goal is to have three food carts in the lot at least six months out of the year. Troy Smith will have one, leaving us to find two more.

1. **Tree Removal on Office Lot**

As some of you know, a part of the Shore Pine just west of the office (near the property line with the lot behind the office) broke off during the wind storm last Thursday. Commissioner Pavlik looked at it and recommended that it be taken down. Because of various things located in front of it that could be damaged or destroyed if the tree came down wrong, I called All Heart Tree Services. He gave me a bid of $1700 to cut down the tree and clean it up, but $700 just to put the tree on the ground. I am sure that I can get it cleaned up for less than $1,000, so he will cut the tree down tomorrow (Tuesday) and I will make arrangements to have it cleaned up. FOLLOW UP: The tree has been cut down. Roy Toy is cutting up the brush and hauling it off. Keith Paulson will cut up the trucks into firewood for people who want to take it.

1. **Garage Sale**

Do we want to do another garage sale this June?

1. **Items behind the Shop**

Joe Warren has removed his boat from behind the shop and Gary Tryon came by to look at where to move the stump.

1. **Mitigation Projects**

As you know, DSL has reconsidered their opposition to the Hatfield Marine Science Center creating a wetlands at the old high school site. Carrie Landrum sent me an email that we can now work with them on that mitigation project if we choose to. I responded to Carrie that we would check that out and that we are looking at a couple of other fill removal options as well. One possibility is to find fill that needs to be removed and work with Gary Tryon. He needs fill at some of his properties and he has the means to transport it.

1. **Guptil’s Fence**

We really need to get this done. Maybe it can be the first project for our new maintenance person, with some help.

1. **Website**

A man in Yachats is donating the development of a website for the Friends of the Port of Alsea, the PAC for the bond measure. Commissioner Power will be trained in keeping it up to date. I am exploring the possibility of doing the same thing here at the Port. Power is willing to keep the Port’s website up to date as well, which would be a wonderful solution. I put in a call to Lisa Gray, who designed our current website to get the information that we need on access our current website. It may be better to do a new website or it may be better to hire Phi to act as a consultant on our current website. The one thing we do know is that we need to keep our website up to date, which I have not been doing at all.