**September 19, 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, Commissioner Chuck Pavlik and Commissioner George Gray.

**Management and Staff:** Roxie Cuellar, Port Manager and Signe Reese, New Port Manager.

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

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

Pankey moved to approve the consent calendar of August 15, 2024, Regular Meeting Minutes and the August Financials. Pankey moved to approve the minutes and financials, and Gray seconded the motion. The motion passed 5-0.

**III. MANAGER’S REPORT**

Cuellar informed the Board that the money owed to Time payment for the cash register for the Dock of the Bay has been paid off. Grimstad has scheduled the audit to be completed by the end of October 2024. Cuellar also recommended that the dates on the annual launch passes be changed from the end of the month to the beginning of the month starting in 2026. The board agreed by consensus. Cuellar explained that the Shrimp Daddy crew was again shrimping off the crab docks, she contacted both ODFW and Mike Gatens. She reported to the board that we had not had any commercial crabbers in as crabbing in the bay had not been good so far. Reported that she needs to contact the company for cameras that are hard wired as we currently have no cameras that are working. Told the board she has contacted the Board of Parks and Recreation regarding deeding over the Port’s interest in Eckman Lake to them or another State agency that is deemed appropriate.

**IV. PUBLIC COMMENT**

There were no public comments.

**V. OLD BUSINESS**

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**A. Strategic Business Plan** Cuellar told the board that she can do the plan but will have to do so after she is no longer an official employee of the Port. She can act as a consultant.

**B. Intuit / Quick Books Payroll**

Cuellar informed the board that the Port’s previous accountant, Amy Greer has cleaned up the 1st Quarter filing and 2nd Quarter filing. Intuit had taken the Port’s money for the payroll taxes but had not filed them, this has now been corrected by Amy.

**C. ODFW Shellfish License Requirements for 2025**

Rep. Dave Gomberg still had no news regarding the issue of discontinuing the presale of shellfish licenses by the Oregon Department of Fish and Wildlife. Gomberg is hoping to get ODF&W before the Coastal Caucus to have that discussion. Cuellar is going to write a letter to Rep. Gomberg and the Coastal Caucus to explain why this would be very disadvantageous to the Port and the Dock of the Bay.

**D. Salary for Signe Reese**

Cuellar recommended that the starting salary for Signe Reese be $43,000.00 for the year and 3 weeks paid vacation for the first year. This can be revisited as hours increase. The board approved the recommendation by consensus and Cuellar told them she would have the contract ready at the next board meeting.

**VII. NEW BUSINESS**

1. **Transfer of Port Manager Documentation**
2. Bank Accounts – the board gave consensus to move all funds for Port of Alsea and Dock of the Bay from 1st Security to Oregon Coast Bank. The board approved for Cuellar to be removed and Reese to be added to accounts. Credit Cards, Email, Facebook page and Oregon Ethics commission will all have to be changed as well.
3. **Annual Audit**

Cuellar has not heard back from Grimstad regarding status of audit.

1. **Public Meeting Training**

There are classes available from Special Districts Association of Oregon as well as the Oregon Department of Revenue.

**VIII. COMMISSIONERS’ COMMENTS**

Rohleder has said he is undecided about running for Commissioner again. Cuellar also asked if anyone else was considering not running again to please let her know as soon as possible.

**IX. MEETING WAS ADJOURNED AT 3:15 p.m.**

ATTESTED TO:

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Jan Power, President Buster Pankey, Secretary/ Treasurer