

**March 16, 2023 Minutes**  
**Port of Alsea Regular Board of Commissioners Meeting**  
**365 Port Street, Waldport, OR 97394**

**I. CALL TO ORDER**

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

**Commissioners Present:** Board President Rob Bishop, Vice-President Buster Pankey, Secretary / Treasurer Jan Power, Commissioner Chuck Pavlik, and Commissioner Joe Rohleder.

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

**Members of the Public and Media:** Mike Gatens and Mark Wiederhold attended the meeting. No members of the media attended.

**II. APPROVAL OF THE CONSENT CALENDAR**

Power moved to approve the consent calendar of the February 16, 2023 Regular Meeting Minutes and the February, 2023 Financials. Rohleder seconded the motion. The motion passed 5-0.

**III. PUBLIC COMMENT**

Mike Gatens began to speak to the board about a Port employee. Cuellar interrupted him to tell the board that she had spoken to Spencer Rockwell, an attorney at Special District Association of Oregon (SDAO) who specializes in employment law for special districts. Cuellar told the board that Rockwell said she could allow someone to speak to the board about an employee but the board could not respond in any fashion because the board cannot hire, fire, or discipline any employee other than the Port manager. Gatens began to speak about the employee but Power stood up and said that she retired from being a public employee and felt she would not listen to any discussion about a Port employee under the supervision of the Port manager.

Gatens told the board that he would be removing items from the shop in order to be out by March 31, 2023, and the last week, they would just be processing bait shrimp. He explained to the board that he was running for the position of Port commissioner. He said that Jan Power was doing a wonderful job, but felt that he would like to contribute to the Port.

**IV. MANAGER'S REPORT**

Cuellar explained that the Port was using both Sean Frazier, who is being trained to work in the office, and Mike Secor earlier this year. Usually the seasonal employees would begin May 1. Mike Secor has been helping to sand and paint boats. All banking items have to be updated by April 28, 2023. After that, 1<sup>st</sup> Security will take over completely. Cuellar has been trying to contact Troy Smith to have a new contract for the 2023 season. She has not heard from him. She reminded the Commissioners that the Annual Statements of Financial Interests need to be

filed with the state Ethics Commission by April 15, 2023. Cuellar is arranging an inspection by OSHA and a fire inspection of the Port's shop on Broadway when it is vacated by the Shrimp Daddy so we will know where the pieces of machinery will be located, especially the welder. Cuellar reminded the board that she, Bishop, and Power would be meeting with Sheriff Landers the following day to start the process to develop an IGA under which the Sheriff's Department would answer calls if needed for the enforcement of the Port's ordinances. Cuellar told the commissioners that a kindergarten class of 31 students, along with 10-15 adults, would be coming to the Port on April 19, 2023, at 1:00 pm, to learn about what a port is and does.

## **V. OLD BUSINESS**

### **A. Dock Maintenance**

Cuellar told the board that the maintenance effort by Mike the Diver had been seriously hindered by the weather and that he was still working on the report on the condition of the docks and making any repairs, cleaning of the pilings, etc.

### **B. Electric and Water to the Dock**

The Port passed the inspection for the electrical work at the transformer connection. The conduit has been extended to the bottom of the gangway. The weather has been an impediment.

## **VI. NEW BUSINESS**

### **A. Reappoint Mark Wiederhold and Diana Buckley to Budget Committee**

The board voted 5-0 to reappoint Wiederhold and Buckley to the Budget Committee.

### **B. Computer Purchase**

Cuellar told the commissioners that Sean would need a computer at his desk when he began to work in the office. She had provided them with the bid for a new workstation set up. The cost of the computer, monitor, Office Suite, and set up time came to \$1,079. The monthly service cost, including monitoring emails and cybersecurity was \$70.00 per month.

## **VII. COMMISSIONERS COMMENTS**

Power suggested that we put the 2022 newsletter on the Port's website and an explanation of the Port's status on Eckman Lake. Pankey said that the frames and concrete slabs at the Dock of the Bay and near the fish cleaning station for the garbage bin will be installed soon. Rohleder said he would like to bring a card for Ryan Pankey for everyone to sign.

**VIII. THE MEETING WAS ADJOURNED AT 3:05.**

ATTESTED TO:

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Rob Bishop, President

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Jan Power, Secretary / Treasurer