

**April 18, 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:** President Jan Power, Vice-President Joe Rohleder, Secretary / Treasurer Buster Pankey, Commissioners Chuck Pavlik and George Gray.

**Management and Staff:** Roxie Cuellar, Port Manager, Ron Graves, Probationary Candidate for Port Manager

**Members of Public and Media:** None

**II. APPROVAL CONSENT CALENDER**

Rohleder moved to approve the Consent Calendar of March 21st Regular Meeting minutes, March 26 and April 2 SM Minutes and the March 2024 Financials George Gray seconded the motion. The motion passed 5-0.

**III. MANAGER'S REPORT**

Cuellar told the board that balances in all our bank accounts are at seasonal lows. This reflects the fact that we have just paid Oregon Marine Construction a \$8,500 deposit for the work that they did on the boarding floats repair. Cuellar said we are awaiting a final bill from OMC for approximately \$30,000. The Port plans to pay the balance with the small grant money. On May 1st we have the approximately \$7,000 payment due to Robbie Hensen. There is also an upcoming bond payment of approximately \$100,000 due at the end of May. Some good financial news was that Intuit finally returned about \$900 from a 2023 payroll correction. Ron Graves joins the team today in the roll of probationary Port Manager and will immediately take over the roll of monitoring the phone that is synced to the port cameras. Cuellar will schedule Ron to work with Erich Knudson on April 25, 2024 or as soon possible to insure functionality of cameras and platform. Buster Pankey noted that the DOB cameras are not operating at this time. Cuellar responded that those cameras were not installed as part of the security system installed by Erich Knutson and they may not be fixed. Jan Power commented that petty theft is on the rise in Waldport with several incidents over the winter months.

**IV. PUBLIC COMMENT**

There was no public comment.

## **V. OLD BUSINESS**

### **A. Boarding Floats Repair**

Jan Power asked for an update on the boarding floats. Cuellar noted the repairs to the Boarding Floats have been completed by Oregon Marine Construction. We are awaiting a final bill estimated at \$38,000. A Small Grant of \$30,000 from the Oregon State Marine Board has been submitted to pay for the repairs.

**B.** Probationary Candidate for Port Manager Ron Graves started his position with the Port on April 18, 2024

### **C. Website and Emails**

Jan Power told the board that the Port's new website is now live at [portofalsea.com](http://portofalsea.com). Mike Dake at Oregon Coast Technology is still helping us transition to the new email platform. Cuellar said she would resend the budget docs to all present and Jan Power would post them to the new website.

## **VI. NEW BUSINESS**

### **A. Filling Potholes**

Cuellar told the board that Waldport City Manager Dan Cutter will take the responsibility for filling the potholes on our street.

### **B. Water lines to Salty Dawg and Docks**

Cuellar brought the commissioners up to date on finding a Contractor to dig the trenches for the water lines to the Salty Dawg and the Docks. She had left Randy Thistle a message, but he never returned her call. Buster Pankey added Rory Lee at the City of Waldport might have a locating tool we could borrow. Once located we could rent a trencher and do the work ourselves. George Gray agreed that might be the avenue to explore.

### **C. New Roof for Dock of the Bay**

Cuellar informed the Board that the roof on the building that houses

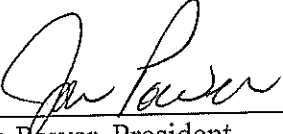
the Dock of the Bay needs to be replaced. Our roofing contractor Ryan has given us a bid of \$10,190 that he will honor into Fall so that he will have time to do the work during the season when we have the money available. Cuellar said the roof would be steel and would include additional covering for the crab cooker. Cuellar has included the money in the 2024/25 budget so that we can anticipate the expense.

**VII. COMMISSIONERS' COMMENTS**

Buster Pankey stated that the parking lot that services the Dock of the Bay and the ADA accessible kayak launch doesn't have too many potholes at this time but might need a load of rock later in the season. Jan Power asked about the seal pup that had shown up on our launch ramp this week and if we had proper signage to warn the public of the situation.

**VII. MEETING WAS ADJOURNED AT 3:00 p.m.**

ATTESTED TO:

  
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Jan Power, President

  
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Buster Pankey, Secretary/Treasurer