**January 18, 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 p.m.

**Commissioners Present:** Jan Power, Vice-President Joe Rohleder, Secretary / Treasurer Buster Pankey, Commissioners Joe Rohleder and George Gray. Power left the meeting at 3:10 and Vice-President Rohleder assumed the chair for the rest of the meeting.

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

**Members of Public and Media:** Bob Jacobson

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

Rohleder moved to approve the Consent Calendar of November 16, 2023 Regular Meeting minutes, and the November and December, 2023 financials. Pankey seconded the motion. The motion passed 5-0.

**III. PETE GINTNER, ATTORNEY (EMPLOYEE CONTRACTS)**

The board asked Pete Gintner what practical means could be used to protect employee Robby Hensen, who manages the Dock of the Bay, from being fired if a new manager wanted to bring in his or her own employees. Gintner said that a contract for Hensen doesn’t really protect Hensen from being fired, it just provides salary compensation if he is. He said that employment contracts that are not at-will contracts are generally acceptable for lengths of six-months and possible one-year but not longer. The other option Gintner discussed with the board was having the board supervise Hensen as far as his current duties as manager of the Dock of the Bay. The board expressed a preference for this option.

**III.** **MANAGER’S REPORT**

Cuellar told the commissioners that SDAO (Special Districts Association of Oregon) and Mark Landauer, lobbyist for SDAO and OPPA (Oregon Public Ports Association) asked special districts to support the effort at the short legislative session to fix the recreational immunity problem after a court ruled against Newport, saying that walking on a trail on city property coming from the beach did not constitute public property. The new language in the statute would specifically identify walking, running, and bicycling as recreation. Cuellar also told the board that there were reports of homeless camps near the bay beach, but it was not confirmed they were on Port property. During the very cold weather in January, homeless people were camping in the public bathrooms at night and lighting fires on the floors of both the men’s and women’s bathrooms, burning toilet paper. Cuellar told Hensen to lock up the bathrooms, which had been open 24/7 and unlock them when he got to work in the morning. The solar panels and cameras were coming down off the pilings on the docks. Cuellar said she was working with Central Coast Fire and Rescue to find a solution to secure the panels and cameras on the pilings without damaging the pilings. Cuellar told the commissioners that she had emailed Sheriff Landers to find out what progress was being made on the IGA that would designate that violations of the Port’s ordinances would be filed in Lincoln County Circuit Court. Cuellar said that Paul Englemeyer had discussed Eckman Lake with her and some of the possible projects to improve water quality. Cuellar told him that she did not believe the Port wanted to get involved in issues at Eckman Lake again and that the board had discussed selling / giving the portion of the lake owned by the Port to a public entity such as the Oregon Department of Parks and Recreation, especially since ODPR already had ownership of part of the lake, as well as Nelson Wayside, which had parking and dock facilities. He asked Cuellar if the Port had approached ODPR and she said it hadn’t. She told the board that she would make that outreach if the board gave her permission to do so. The board agreed she should do that.

**IV.**  **PUBLIC COMMENT**

There was no public comment.

**V. OLD BUSINESS**

 **A. Resolution 24-02-24**

Gray moved to adopt Resolution 24-02-2024, effective March 1, 2024, raising the annual launch

permits and moorages as described in the Appendices A and B of the resolution.

**B. Job Description for the Port Manager Position**

Cuellar provided the board with a new job description for the port manager position, based upon previous discussions, to be used for the upcoming hiring of a probationary port manager. The board approved the job description by consensus.

 **C. New Website**

Port is working with a new company to have it redesign our current website to make it easier for Jan to post items rather than have Lisa Gray do it from Canada. Cuellar told the board that the Port pays Gray about $1,000 a year for her work. The new cost would be $2,400 a year, but would be much easier for Commissioner Power to use to post notices, minutes, and agendas. The difference in the current price and the price with the new company would be covered by not mailing out a newsletter for 2023. Any newsletter could be posted on the website rather than mailing it out to Port residents and businesses.

**VI. NEW BUSINESS**

1. **Posting Port Manager Position**

The commissioners agreed to post the port manager job position on Monday, March 4, 2024 and require that applicants have their applications and resumes into the Port office by noon, Friday, March 22nd. The board discussed how best to post the position. An advertisement in the Eugene Register Guard was suggested. Hiring a local person if possible was also discussed because of the lack of housing in the area. Cuellar told the board that the Yachats News was going to do an article about the position vacancy as well.

1. **QuickBooks**

Cuellar told the board that the cost of QuickBooks has increased substantially and that she may look at options other than QuickBooks and Intuit.

1. **Fish Cleaning Station**

Commissioners and Bob Jacobson discussed whether the fish cleaning station needed to be enlarged or redesign. Everyone agreed that board members and Jacobson, who was involved in the original construction of the fish cleaning station, would keep an eye on it to see if there were any real issues on the usage.

**VII. COMMISSIONERS’ COMMENTS**

Pankey reminded the board that the Port should consider developing overflow parking in the boat trailer parking lot. It was agreed that the Port need to discuss the issue with the city planner to determine where the berm is located in order to find out what area is available for development.

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**VII. MEETING WAS ADJOURNED AT 3:25 p.m.**

ATTESTED TO:

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Jan Power, President Buster Pankey, Secretary / Treasurer