MINUTES OF THE REGULAR BOARD MEETING
NOVEMBER 20TH, 2018

Meeting called to order by President Tom Calvanese, Commissioners in attendance; David Bassett & Gary Anderson. Sam Scaffo & Brett Webb not present. Steve Courtier took minutes.

Unlisted Items: Commission – GA requested all tenant leases be brought to the next regular board meeting for review. Staff – SC requested the Authorization for Entry from the ACOE be added to Old Business Item A.

Public Comment: None

Approval of Minutes: GA motioned to approve the October 20th, 2018 Regular Board Meeting Minutes with continuation & corrections, DB seconded, discussion, motion passed, unanimous. GA motioned to approve the November 13th, 2018 Special Board Meeting minutes, DB seconded, discussion, motion passed, unanimous.

Managers Report – SC gave a brief rundown on repairs at the port

New Business: A) FY 17/18 Audit Approval – GA motioned to approve & accept the FY 17/18 annual audit, DB seconded, discussion, motion passed, unanimous. B) Job Description Approval – GA motioned to approve the port manager’s job description with changes, DB seconded, discussion, motion passed, unanimous. C) Non-Discrimination Clause – GA motioned to approve the port’s non-discrimination clause, DB seconded, discussion, motion passed, unanimous. D) Non-Discrimination Policy – GA motioned to approve the port’s non-discrimination policy, DB seconded, discussion, motion passed, unanimous. E) Records Management Policy – GA motioned to approve the port’s records management policy, DB seconded, discussion, motion passed, unanimous.

Old Business: A) ACOE Authorization for Entry Letter – GA moves to authorize the port manager to meet with our attorney and sign the authorization for entry letter from the ACOE granting the United States of America and its assigns a clear and unobstructed right of entry to construct and operate the breakwater project at the Port of Port Orford. DB seconded, discussion, motion passed, unanimous.

Meeting Reports – DB met with Chris Gedros from Crow/Clay. SC had a phone conference with Annie Donnelly and David Ulbricht from SDAO.

Finances: Cher Harvey announced that we will be able to pay bills on line with our new web-site and we will be able to accept credit cards at the hoist shack. TC requested that we create a “trend” spreadsheet on landings.

Executive Session - None

Future Agenda Items: Send “plans & specs” from the ACOE to the commission, request revenue & expenditures” trends from our auditor, bring all tenant lease’s to next meeting

Meeting Adjourned.