MINUTES OF THE SPECIAL BOARD MEETING WITH INTERIM PORT MANAGER, DON MANN
OSU FIELD STATION, PORT ORFORD
January 7, 2019 – 6:00 P.M.

1. Call to Order
6:01
Called to order by President Brett Webb.
Commissioners in Attendance: Brett Webb, Aaron Ashdown, Tom Calvanese and Leila Thompson. Interim Port Manager, Don Mann.

2. Unlisted Items – add ethics complaint
   a. Commissioners
   b. Staff

3. Table Minutes – Consensus

4. Public Comment
   Trisha Jordan showed an article by the Port Orford Beacon asking for Commissioners resignations.

5. New Business – note to add “DRAFT’ date revised”
   a. Interim Port Manager: Contract Clarification Regarding Article 5, Section A
      Don Mann estimated $5,500-$5,600

      Commissioner Webb sent text to check on the whereabouts of Dave Bassett

      Changed Don Mann’s contract, Article 5, Section D, Item i to read “one-way travel from Siletz to Port Orford”. Paused on Exhibit B to include priorities from item (B.)

   b. 2020 Goals

      • Commissioner Webb - shuffle funds, big costs
      • Commissioner Calvanese – State contract notice expense $30,244
      • Don Mann – Already did expense report. Commissioner Calvanese reminded us to include [matching contract with expense report]
      • Don Mann – 5201 money expired last July. Extended to March 30, 2020

      Commissioner Calvanese - brought up Financial Report of Goals. Checked with Don Mann to insure if it matches his understanding. Don Mann met with Connie, the Ports auditor today. Commissioner Calvanese will revise the Port Manager job description to include financial responsibilities.
Commissioner Webb - provided background information about how it was removed by the previous Port Manager by asking for quick signature at the end of the year to have for legal reasons

Exhibit B #1 & #2 is agreed upon. Commissioner Calvanese clarified. 
Exhibit B #3- Don Mann is already working with Darin. 
Commissioner Thompson asked to add back reference numbers to FY 2020 Goals Document 
Commissioner Calvanese referred to *NEW* Manager report template with referenced numbers.

Commissioner Calvanese referenced PINK line – “Specialized Maintenance Services” contract. Don Mann reminded us of the difference between a bid vs. a hire is money.
Commissioner Calvanese added [PINK] line to Exhibit B, #3. Don Mann had question about HEMR. Commissioner Webb clarified that they are in Coquille. They know the equipment but there have been errors. HEMR installed a component that was not compatible with the new electronic controls. Back to manual. The Port “ATE” that equipment purchase.

Health Insurance discussion. Don Mann advised that SDAO has free 8 hours of consultation.

Don Mann’s Contract Agreement, Line I stated that it ends April 30, 2020 with short training overlap.

Commissioner Calvanese added goal #4 to Exhibit B – Initiate Annual Budget Process for FY 2021 
Commissioner Calvanese added goal #5 to Exhibit B - other goals as developed. Don Mann added goal #6 to Exhibit B – work with Redevelopment Committee to achieve project goals & discusses about PARC Resources as star connection.

Drop back to Exhibit A – printed & signed contract during the meeting.

**Item (c) Communication Plan**
Commissioner Thompson mentioned business card choices. Follow up at next regular meeting
Commissioner Calvanese informed us that the mailing list has been updated & that we already have 50 new sign-ups
Commissioner Calvanese mentioned having a PRESS RELEASE to the media about the Port’s Interim Manager
Commissioner Calvanese mentioned that the Ports’ Website is in great need of an update
Commissioner Webb authorized Commissioner Calvanese and Commissioner Thompson to have website credentials to “fix” mailing list and review information for updates. There is bad information, especially article on the history of the Port.
Commissioner Calvanese discussed the importance of accurate Mariners Links in place of what is currently on the Website. He also mentioned that the Navionics Site for the Port is out of date and suggested either updating or removing it. Commissioner Webb noted he’d like to see light from the Coast Guard added. Aaron Ashdown noted that a script should be given for vessel calls.

**Item D. Complaint – Discussion and Clarification**

Handouts for Parliamentary Procedures for Executive Session

Commissioner Webb indicated that a consultation was had on the phone at the previous meeting with Ron from SDAO. Information shared.

Future Agenda Items – Redevelopment and Maritime Task Force

8:14 **Board Meeting Adjourned.**