**Port of Port Orford**

Board Meeting Minutes
December 10, 2019 – 6:00 p.m.
City Hall Council Chambers

1. **Call to Order** by President Webb - 6:01

   Present: Commissioner Webb, Commissioner Ashdown, Commissioner Bassett, Commissioner Thompson, Commissioner Calvanese and Port Manager, Steve Courtier.

   Commissioner Webb requested that that he would like to switch the order of the Unfinished Business on the Agenda so as not to cause any confusion between topics. Also, he would like to allow Connie Huntsman who is under New Business, #8, A. 2018-2019 Audit Review to follow public comment.

2. **Schedule of Meetings** – no discussion

3. **Unlisted Items**

   Discussion was had. Commissioner Webb asked if there were any that needed to be discussed. The vote of “no” was unanimous by the Commissioners.

4. **Approval of Minutes; Regular Board Meeting November 19th, 2019**

   Discussion of the November 19th, 2019 minutes. Commissioner Calvanese motioned to approve the minutes and Commissioner Ashdown seconded the motion. Unanimous vote to approve.

5. **Public Comment** - none

8. **New Business**

   A. **2018-2019 Audit Review**

      The biggest issue that the Port had was the debt payments. It was budgeted for principle and interest. We had to take the payment and adjust it on the budget statement adding in the prior year accrued interest and subtracting out the subsequent year accrued interest which made the budgetary statement reported payment out of the debt service fund $49 more then what was budgeted. To fix it, a plan of action and a resolution will be designed and sent to the State.

   B. **Griff’s Lease Approval**

      Discussion with the new owners of Griff’s regarding their lease.

Executive Session - 7:00

Public Session - 7:17

   More discussion was had pertaining to the Griff’s Lease.
Executive Session 7:22

Public Session - 7:28

Public Session called back to order by Commissioner Webb. The Nebeke’s acknowledged that they are aware that the first right of refusal is not in the lease. Commissioner Calvanese motioned to approve the new Griff’s lease. Commissioner Bassett seconded. Unanimous vote by Commissioners.

C. Flagpole MIA/POW flag

The Port is looking at a large flag poll with a light so that it can be flown 24/7. It also will have a yard arm that will fly the POW, MIA and Oregon State Flag. It will be included with the redevelopment project.

7. Unfinished Business

A. Redevelopment Project Update

Redevelopment Chair, Tom Calvanese, updated the Commission regarding the $6 million budget based off of the EDA match of $3 million. Discussion with Kathleen Flannigan has taken place regarding the Ford Family Foundation. They are interested and would like the Port to submit a final proposal for $500,000. They also recommended expediting the process as much as possible for the hiring of a project manager. Further discussion was had regarding funding for the Redevelopment Project.

B. Manager Evaluation

Discussion regarding the Manager Evaluation. Commissioner Ashdown motioned to approve the findings. Commissioner Thompson seconded the motion. Unanimous vote by Commissioners.

B. Future Port Goals Discussion

Discussion regarding a communication plan that Commissioner Calvanese and Commissioner Thompson have been working on. Emphasis on the importance of working together and tracking everything to keep on top of what’s been done including evaluating the progress as part of the Managers Evaluation. Goals created in the fall should be assessed based on the managers performance in the summer. Explicit conversation began between Commissioner Webb and Steve Courtier. Steve Courtier gave his two weeks’ notice and left the building. Further conversation had between Commissioners on what the next plan of action was. It was agreed that Commissioner Webb would contact SDAO for some direction and that he and Commissioner Ashdown would go into the office in the morning after talking to SDAO and talk with Steve Courtier.

9:32 p.m. Meeting adjourned