Port of Port Orford

Regular Board Meeting, April 21, 2020, 6:00 p.m.
Meeting held remotely via Zoom

1. **Call to Order** by Commission Chair, Brett Webb – 6:02
   
a. **Roll Call** – Commissioner Webb, Commissioner, Commissioner Ashdown, Commissioner Calvanese, Commissioner Bassett, Commissioner Thompson, Don Man, Pat Cox
   
b. **Modifications, additions or changes to agenda** – None
   
c. **Declaration of potential conflicts of interest** – None

2. **Public Comment** – None

3. **Approval of Minutes:** March 24, 2020, April 10, 2020, April 14, 2020.

   **March 24, 2020**
   Commissioner Webb motioned to approve with stated changes.
   Commissioner Calvanese seconded the motion.
   No further discussion – Vote to approve was unanimous

   **April 10, 2020**
   Commissioner Webb motioned to approve
   Commissioner Ashdown seconded
   Commissioner Webb changed his original motion to approve with stated changes.
   Commissioner Ashdown seconded
   No further discussion – Vote to approve was unanimous

   **April 14, 2020**
   Commissioner Ashdown motioned to approve
   Commissioner Calvanese seconded
   Commissioner Ashdown amended his motion to approve with stated changes
   Commissioner Webb seconded
   No further discussion – Vote to approve was unanimous

4. **Manager’s Report** – Interim Port Manager, Don Mann

   a. **General Port Activities**
      
      25 Ton Hoist is in operation again. The weight scale is in place, weighing and recording properly. Soliciting three quotes for the sewer lift station, the pedestrian ramp and the repairs on the storm drain system. Currently have one quote from Billeter and waiting on one more from West Coast Contractors. 1200Z permit for the storm drain is still needed. All staff met to go over Covid-19 protocols. Restrooms remain locked. Dredging in the hoist area is completed. Replaced hydraulic hoses in the upper turret of the 15 Ton Mobile Crane.
5. Old Business

a. Next Steps for General Manager hiring process

b. Executive Session
Commissioner Chair, Brett Webb motioned to enter Executive Session 6:23 p.m.
Pursuant to ORS 192.610(2)(a) – to consider the employment of a public officer, employee, staff member or individual agent.
Commissioner Ashdown seconded the motion.
Exited Executive Session at 7:24 p.m.

c. Return to Regular Session - 7:24 p.m.
Commissioner Thompson motioned to approve Port Manager Position Salary at $59,000 annually along with benefits comparable to candidates’ current benefits and those that are consistent to Port policy.

Commissioner Thompson amended her motion to approve Port Manager salary of $59,000 with additional benefits that are comparable to existing benefits and aligned with Port policy.
Commissioner Webb seconded the motion. Don Mann will draft a written offer to the current candidate, Pat Cox and will ask that he respond within 48 hours. Don also would like Pat involved in working with Richard Fox to put together a benefits package for the employees at the Port.

There was no further discussion regarding the hiring of Pat Cox for the position of Port of Port Orford Manager.
Vote for hiring Pat Cox was unanimous.

Pat Cox will write a letter of acceptance of the offer. He also accepted verbally at the meeting.

Commissioner Chair, Webb requested that Don Mann draft up a contract and have it sent to Robin Miller, Attorney at Law for his review. He also asked Commissioner Calvanese to put together a press release.

d. Redevelopment Project Update -
Commissioner and Redevelopment Project Chair, Tom Calvanese provided the status of funding for the Redevelopment Project. Commissioner Calvanese recommends proceeding with the RFP for the Sea Water System and the Geo Tech work. PARC Resources will be forwarding to EDA a proposal with modifications. Would like to proceed with the hiring of a Project Manager as well as address the GEO technical questions and investigate further.

Don Mann’s will work on the RFP for hiring a project manager, get a scope of work emailed to PBS for the GEO Tech. Need a detailed layout for PARC for the EDA application and BUILD Grant.
e. **Approve the RFP for the Redevelopment Project Manager**

Commissioner Ashdown motioned to approve the RFP for Project Manager
Commissioner Thompson seconded the motion.
No further discussion – Vote for Project Manager was unanimous.

6. **Commissioner Reports** – None

7. **Financial Report** – Don Mann
Accounts receivable and payable are managing. Continuing to collect on delinquent accounts. Dockage and hoist fees are providing continual income as well as fuel sales. Property tax is still trickling in. The repairs and maintenance are higher due to the 25 Ton Hoist. Covid-19 is slowing the Port down but maintaining. He will be checking with dock supervisor, Darin, regarding regular maintenance on the ice machine but the production of ice is good.

8. **Correspondence** – None

9. **Future Agenda Items**
Commissioner Bassett knows a geologist who would be happy to give us the benefit of years of experience as it relates to the geologic overview.

10. **Adjourn** – 8:21