1. **Call to Order** – 6:03 by Commissioner Chair, Brett Webb
   
   a. **Roll Call** – Brett Webb, Tom Calvanese, Leila Thompson, Leila Thompson, Dave Bassett

   b. **Modifications, additions or changes to the agenda**
      
      Under New Business, adding new items (c) Resolution 2020-2, (d) Resolution 2020-3, (e) 2020-4

   c. **Declaration of potential conflicts of interest** – None

2. **Public Comment** – None

3. **Approval of Minutes:** Meetings dated 12/10/19, 12/23/20 and 2/18/20
   
   12/10/19: Commissioner Webb moved to approve, Leila Thompson seconded, Vote: 4-1 with Commissioner Bassett not approving as he was not in attendance at the meeting.

   12/23/20: Commissioner Calvanese moved to approve, Leila Thompson seconded, Vote: Unanimous

   2/18/20: Commissioner Bassett moved to approve, Commissioner Ashdown seconded, Vote: Unanimous

4. **Manager's Report** – Don Mann
   
   a. **General Port Activities/Issues**
      
      QT Pod M4000 being shipped, the new scale will be installed on 3/26/20, and the 25 Ton winch will be installed. In the process of getting the 15 Ton and the 25 Ton recertified. We are currently waiting on one more estimate for the Sewage Pump System. Received an estimate for the 1200Z storm water certification process. Certification cost estimate $9700. The Redevelopment Project will eventually need a 1200C permit. Regarding COVID-19, Considering closing the public restrooms, limiting access to the dock from the public. Working on a Hazard Mitigation Report and looking into the opportunity for possible funding. Don getting a letter of intent out.

   b. **Port Manager Hiring Process Update**
      
      The hiring process has been extended one week due to COVID-19. When applications are received by SDAO, they will forward to the Board for review.

5. **Old Business**
   
   a. **Redevelopment Project Update**
      
      Redevelopment Project Chair and Commissioner, Tom Calvanese has spoken with three funders and the project is still in the running. Ford Family Foundation looking to proceed. Currently waiting for Myer to respond.
6. New Business
   a. Appoint Budget Committee Members
      Commissioner Calvanese invited Steve Lawton, Commissioner Thompson invited Heidi Wacker, Commissioner Chair, Brett Webb invited Pat Cox and Commissioner Bassett invited Richard Fox. Commissioner Ashdown is inviting Mr. McKenzie.
      Commissioner Webb motioned to appoint the named community members to the Budget Committee, Commissioner Calvanese seconded. Commissioner Webb amended his motion to include the named community members to include all the Commissioners. Commissioner Calvanese seconded the motion. Vote was unanimous.

   b. Budget Committee Orientation
      First Budget Committee Meeting scheduled for Monday, April 20, 2020 at 4:00. A copy of the Budget Documents will be filed when approved.

      Connie Huntsman, CPA, P.C. talked about the 2020-21 Budget.
      There are four resolutions to adopt the Budget. The first resolution is to adopt the budget, the second resolution is to make appropriations which are scheduled by fund. The three major categories are Personnel Services, Materials and Services, and Capital Outlay. The sub-categories are Debt Service, Special Payments, Transfers Out and Contingency. The third resolution is to impose the tax and the fourth is to categorize the tax. This must be done by June 30, 2020 with no extensions.

   c. Resolution 2020-2
      Notice of Designation of New Master Administrator for Quickbooks, Intuit and Right Networks.
      Commissioner Bassett motioned to approval, Commissioner Ashdown seconded, no further discussion; Vote was unanimous.

   d. Resolution 2020-3
      Declaration of State of Emergency
      Commissioner Chair, Brett Webb motioned to approve
      Commissioner Thompson seconded.
      In a call for discussion, Commissioner Webb pointed out there are conflicts with Section four – Line of Succession and Section Six – Effective Date should read The Declaration is effective immediately and remains in effect until notice of termination.
      Commissioner Bassett motioned line of succession would be: 1. Commissioner Chair, 2. Dock Supervisor and 3. Office Manager.
      Commissioner Thompson seconded.
      Commissioner Webb amended his original motion to approve with noted changes to section 4 and section 6. Commissioner Thompson seconded; vote was unanimous.

   e. Resolution 2020-4
      In the Matter of Requesting Governor Kate Brown’s Immediate Assistance to protect the Health, Life and Safety of the Residents of the Port of Port Orford Port District, Oregon.

      State Representative, David Brock Smith spoke and strongly recommended supporting the Resolution as written. Commissioner Webb motioned to approve the resolution.
      Commissioner Bassett seconded; no further discussion; vote was unanimous.
7. **Commission Reports** – None
Commissioner Calvanese mentioned that the Port Orford Field Station is closed temporarily. Commissioner Webb is working with Representative David Brock Smith regarding direct fish product sales with the public to reduce the risk of the Corona virus transmission.

8. **Financial Report** – Don Mann, Interim Port Manager
The Reserve Fund is maintaining, Accounts Receivable/Accounts Payable are being monitored closely and added there will be upcoming expense with the Sewer Pump. Currently waiting for second estimate. Installation of the new MP4000 will be required as well as support to change everything over. Also have the recertification of the cranes coming up following final repair work.

9. **Correspondence** – None

10. **Executive Session** – None

11. **Future Agenda Items** – None

12. **Adjourned** – 8:45 by Commissioner Chair Webb