Port of Port Orford

Special Board Meeting Minutes

December 27, 2019 - 9:00am
OSU Port Orford Field Station
444 Jackson St. @5th St.

1 - Called to Order - 9:10am

Commissioners Present: Tom Calvanese, Leila Thompson, Aaron Ashdown, Dave Bassett. Absent: Chair Brett Webb

2 - Public Comment, none

3 - Unfinished Business

a. Interim Port Manager

   Commissioner Tom Calvanese said he would re-tool the Job Description to align Port Goals with and Don Mann’s service contract - Article III, A and Exhibit B.

   A discussion of payment regarding the Port budget was had. Along with that, mentions of lodging options were added.

   Clarification of DM’s contract is needed: Article V Payment, Items A and D

   TC made a motion to approve Personal Services Contract with Don Mann including the discussed corrections [referenced above] Article V, A and D and with Exhibit B that has been prioritized by commission.

   - Commissioner Dave Bassett seconded the motion.
   - A discussion regarding Exhibit B proceeded.

   10:00am Vote: motion carries with “aye” votes from commissioners present: TC, AA, LT, DB

b. Professional Engineering Services

   No new information on this item--brief discussion of deadlines

c. Lease Agreement

   10:09am Commissioner Brett Webb arrived to the meeting. He shared an update from the attorney Robin Miller III and that the action taken was a certified letter sent to Tiburon Fisheries to bring account current within 15 days by date of receipt.
The commission discussed the current contract with TF will not be renewed and is being terminated.

The attorney’s letter explained that the acting Port Manager Brett Webb and the Commission are advised to have no contact with TF.

4 - Executive Session, no session

5 - Future Agenda Items
   - Donated Equipment - discussion on clarifying details/policy
   - Volunteers at Port

TC made a motion to assess the function of donated salt water pump and aeration equipment and perform necessary maintenance.
   - Commissioner Leila Thompson seconded the motion.
   - Discussion
TC - Motion Amended: ** add: users of equipment shall sign a release agreement prior to use.
   - LT seconded the amended motion.
   - Discussion. Is there already a policy in place? Use the hoist policy for other equipment?

10:48am Vote: amended motion carries with “aye” votes from commissioners: TC, BW, AA, and LT. Commissioner Dave Bassett chose not to vote.

7. Meeting Adjourned - 10:50am