Minutes of the Port of Port Orford

Special Board Meeting
July 8th, 2020 – 6:00 pm
Meeting Conducted Remotely via zoom

1. **Call to Order** by Vice President, Aaron Ashdown – 6:07 pm
   a. **Roll Call** – Commissioner Calvanese, Commissioner Bassett, Commissioner Ashdown
      Commissioner Thompson, and Port Manager, Pat Cox.
      Public – Rick Fox
   b. **Modifications, additions, or changes to the agenda** – At request of the Port Manager,
      Commissioner Ashdown moved Item b under unfinished business with Item a.
   c. **Declaration of potential conflicts of interest** - None

2. **Public Comment** – None

3. **Approval of Minutes** – tabled minutes until next regular meeting.

4. **Unfinished Business** – ACTION ITEMS
   a. **Schedule Project Manager RFP Pre-proposal Conference**
      Commissioner Bassett moved for the conference to be from 2:00 pm to 3:30 pm on 7/16/20.
      Commissioner Calvanese seconded.
      **Vote:** Tom Calvanese–yes, DB–yes, AA–yes, LT–yes
   b. **RFP for Project Manager – deadline extension**
      Commissioner Thompson moved to extend the deadline to 8/7/20 at 5pm. Commissioner
      Calvanese seconded.
      **Vote:** AA–yes, TC–yes, LT–yes, DB–yes
   c. **RFQ for Seawater System design – deadline extension**
      Commissioner Calvanese moved to extend the RFP for seawater design to be consistent with
      RFP for project manager. Commissioner Thompson seconded. New deadline Friday, 8/7/20,
      at 5:00 pm.
      **Vote:** AA–yes, DB–yes, LT–yes, TC–yes.
   d. **Authorization Expenditure for Preliminary Engineering Report (for PARC proposal to EDA)**
      Commissioner Thompson moved to authorize manager to carry out PER if cost is under
      $10,000. Commissioner Calvanese seconded.
      **Vote:** LT–yes, AA–yes, TC–yes, DB–yes

5. **New Business**
   a. **Update on Regional Infrastructure Fund Grant** – no new update.

6. **Future Agenda Items** – none

7. **Adjourn** – 7:29 by Commissioner Ashdown