Regular Board Meeting
Tuesday, January 19, 2021 @ 6:00 p.m.
Meeting Via Zoom

1. **Call to Order** – Commission Chair, Aaron Ashdown @ 6:00 p.m.
   a. **Roll Call**
      Commissioners: Commissioner Dave Bassett (DB), Commission Vice President, Leila Thompson (LT), Commission Secretary & Redevelopment Committee Chair, Tom Calvanese (TC), Commission Chair, Aaron Ashdown, (AA).
      Managers: Port Manager, Pat Cox (PC), Redevelopment Project Manager, Shannon Souza (SS), Jenny Houck, Office Manager.

2. **Public Comment**
   Owner, South Coast Tours & Leasee, Dave Lacey thanked commission for being allowed to attend meetings. 
   Member of the public, Rick Fox is looking forward to catching up on all that has been going on.

3. **Approval of Minutes**
   11/17/20 – Regular Board Meeting
   Commissioner Calvanese motioned to approve.
   LT seconded.
   Discussion: Minor changes to some wording, placement, and titles of names.
   Commissioner Bassett (DB) asked for the minutes to be tabled as he wanted to discuss with the Port Manager, Pat Cox some better word choices.
   DB motioned to table the minutes.
   Commission President Ashdown seconded.
   VOTE: DB – Yes, LT – No, TC – No, AA – No -Motion to table 11/17/20 minutes failed.
   Commissioner Calvanese amended his original motion to approve the minutes of 11/17/20 to include the changes previously discussed.
   Commissioner Leila Thompson, (LT) seconded the amended motion.
   VOTE: LT – Yes, DB – No, TC – Yes, AA – Yes.  Motion to approve carried.

   11/24/20 – Emergency Meeting
   Commissioner Calvanese motioned to approve.
   Commissioner Thompson seconded.
   Discussion: Clarify Connie Huntsman title as ‘auditor’. Add ‘commissioner’ in front of their names.
   Commissioner Calvanese amended his motion to approve to include changes discussed.
   Commissioner Leila Thompson seconded.
   VOTE: DB – Yes, TC – Yes, LT – Yes, AA – Yes.  Motion to approve carried.

   12/8/20 – Regular Board Meeting
   Commission President Ashdown motioned to approve.
   Commissioner Thompson seconded.
   Discussion: Minor changes to some wording, spelling and use of whole names.
   President Ashdown amended his motion to approve with changes discussed.
Commissioner Thompson seconded.

**VOTE:** DB – Yes, TC – Yes, LT – Yes, AA – Yes. Motion to approve carried.

4. **Managers’ Report**
   Port Manager, Pat Cox, previewed the Resolutions on the agenda as well as the Geo Hazard Mitigation Assessment. Redfish Rock Community team did a virtual tour on the Junkit app about the Port’s history. Facebook has 5,000 people following. Working on obtaining some Port hoodies and shirts to retail. Deviation from projected budget with the new winch for the 25T. Applied for 2 credit card machines to help with the Port’s revenue. Robin Miller, Attorney at Law, looked at a punch list of items. Camera repairs have been made. Overtopping of water from last storm left rocks on the dock. Volunteers cleaned them up. Looking to sell them as landscaping material to help with revenue. Not starting any new projects until the cash flow improves. Anticipating minimal funds through the end of the year due to a slow crab season. Showed a slide of accomplishments since he has been Port Manager.

5. **Unfinished Business**
   a. **Geo Hazard Mitigation Assessment Discussion**
      Discussion and changes to some of the language and number of borings on the updated RFP. Redevelop Project Manager, Shannon Souza, (SS) has included the scope of work in the RFP. Commissioner Calvanese wants to do due diligence with the borings and agrees 4 would be more thorough than 2. President Ashdown mentioned we must have a stable slope, regardless of the Seawater System. SS stated that the Geo Hazard work is not just about the building. It is also about all the ingress-egress of everything we do as a public safety matter. It is about the new flat scaping and the new rainwater delivery system. All of that is below ground surface and we need this information to give to the engineer who is going to design the whole site layout. SS wants to do a bid walk. Agreed on bid due date of 2/26/21 to allow enough time for multiple bidders.
   
   b. **Resolution 2021-1 Adopting Public Contracting Rules**
      After discussion and corrections
      Commissioner Calvanese moved to approve.
      Commission President seconded.
      **VOTE:** LT- Yes, DB – Yes, TC – Yes, AA – Yes. Motion Carried.
   
   c. **Resolution 2021-2 Capitalization Policy**
      Commission President Ashdown motioned to approve.
      Commission Thompson seconded.
      Discussion: None
      **VOTE:** TC – Yes, DB – Yes, LT – Yes, AA – Yes. Motion Carried.

6. **New Business**
   a. **Resolution 2021-3 Purchase Approval Policy**
      After discussion, decision was made to continue under the current guidelines using $10,000 limit.
      Commissioner Thompson motioned to approve with amendment from $15,000 to $10,000.
      Commissioner Calvanese seconded.
      **VOTE:** DB – Yes, TC – Yes, LT – Yes, AA – Yes. Motion to approve carried.
7. **Financial Report**
   Port Manager, Pat Cox shared net income is down, Profit & Loss show landings and property tax down by 60%.
   No further big projects until end of the year. Trying to grow reserve. Still slightly above the red.

8. **Executive Session** – None

9. **Commissioner Concerns** – None
   **Commissioner Correspondence** - None

10. **Future Agenda Items**
    Commissioner Calvanese scheduling redevelopment committee meeting workshop for Port infrastructure grant, hoping to work with PARC to get a proposal together. Would like to put the status of the proposal on the 2/16/21/ agenda. Port goals – Where we are with 2021-22 goals.

11. **Adjourn 8:56 p.m.**