PORT OF PORT ORFORD

Regular Board Meeting

Tuesday, December 8, 2020 @ 6:00 P.M. via Zoom

1. Call to Order by Commission Vice President, Leila Thompson @ 6:02 P.M.
   Roll Call -
   Commissioners
   Tom Calvanese (TC), Dave Bassett (DB), Brett Webb (BW), Leila Thompson (LT)
   Staff and Contractors: Pat Cox, Port Manager (PC), Connie Huntsman, Auditor (CH),
   Jenny Houck, Office Manager.
   a. Declaration of Potential Conflicts – None

2. Public Comment – None

3. Approval of Minutes
   • 10/20/20 Regular Board Meeting
     TC motioned to approve.
     BW seconded.
     Discussion
     TC rescinded his motion.
     BW rescinded his second.
     TC gave new motion to approve with the stated amendments.
     BW seconded.
     Vote: TC – Yes, BW – Yes, DB – Yes, LT – Yes – Motion Passed.

   • 11/10/20 Special Board Meeting
     BW motioned to approve.
     TC seconded.
     Discussion
     Vote: TC – Yes, BW – Yes, DB – Yes, LT – Yes – Motion Passed.

4. Manager’s Report
   Resolution 2020-13 – Port of Port Orford Capitalization Policy up for discussion
   Resolution 2020-14 – Adopting Public Contracting Rules up for discussion.
   DEQ visited the Port, visit went well.
   Obtained authorization for payment of new winch for 25 Ton.
   Freezer container obtained from previous owner with outstanding debt. Will use to store ice
   and equipment.
   Old communications radio and antenna replaced.
   City has a meeting in January for final decision on height zoning. Planning Committee had no
   recommendations. Not likely that the Port will be affected.

5. Unfinished Business - None

6. New Business
   a. Resolution 2020-13 Port of Port Orford Capitalization Policy
      Overview by CH. Required by governmental accounting standards. The idea is that the
      Port’s assets have a useful life, they are depreciated over their useful life in preparation of
      replacement. What are you going to capitalize for useful life, and have it depreciated?
Currently, the threshold is $800 and is a little low. TC agreed with CH on the current threshold for capitalization. Asked for CH input on whether we should consider different thresholds for the different capitalization categories. CH recommends keeping it simple. The Port should be able to capture all our major equipment and property safely with a threshold of $10,000. No consequences on the fiscal side by postponing. Can make it retroactive back to July 1, 2020. LT stated that we add Resolution 2020-13 to January’s agenda under old business and discuss as a full Commission at that time. PC will go back and assess the records and see what a good number would qualify. LT suggested adding it to the January agenda under old business and look at it again once the information needed is obtained.

b. Resolution 2020-14 Adopting Public Contracting Rules

Overview by CH. It is a state law to have for personnel and consultants. Threshold is currently $9,999 so the Port is currently out of compliance but can increase this and make it retroactive back to 7/1/20. Discussion on the boiler plate format. Commissioners in agreement to seek input from SDAO as well as review prior letter from the Port’s attorney, Robin Miller. LT suggested that PC bring a number to the Commissioners and then discuss it further at the regularly scheduled board meeting in January. Should add to that agenda under unfinished business.

c. Connie Huntsman Audit Report –

The Management Discussion and Analysis has the balance sheet, profit and loss, cash flow statement, and budgetary statements. It must be submitted to the State of Oregon by December 31, 2020. Budget expense over appropriations on the General Fund Capital Outlay. When the budget was originally adopted for July 1, 2019. Capital Outlay was $12,831 to purchase the Oregon State lands lease. During the year, there were unforeseen expenditures that were not budgeted for. There was a gap in Port management and there was not a supplemental budget passed to capture those costs. The operating revenues have never covered operating expenses. For year 2020, the property tax was cut in ¼ because there is no longer a debt service fund. If we were to substitute the numbers for 2021, net income, before Capital Grants, is going to be a negative and that negative will impact the checking account.

7. Financial Reports –

PC went over financial reports, talked about outstanding debt and the effects of COVID 19.

8. Executive Session - None

9. Commissioner Concerns

BW brought up concerns regarding damage to the dock and where that was at. PC indicated that the Army Corps of Engineers (ACOE) will not accept responsibility for any of it. He has contacted Katherine at U.S. Representative, Peter Defazio’s office and is waiting to hear back. BW suggested contacting the contractor. TC recommended reviewing the legal document that provided the Corps access to the dock. PC will investigate.

10. Commissioner Correspondence

TC has question on the Redevelopment Project Funding Update. 4th paragraph on page one states, “hardening and redevelopment of the hardscape adjacent to the Port’s high dock”. What exactly does that mean? PC will investigate.

11. Future Agenda Items

Resolution 2020-13 and Resolution 2020-14

12. Adjourn – 8:25 P.M.