

**MINUTES**  
PORT OF SIUSLAW COMMISSION  
REGULAR MEETING  
Wednesday, 16 January 2008

Commission President Buchanan called the Regular Meeting of the Port of Siuslaw Board of Commissioners to order at 7:15 p.m. in the Port office conference room located at 1499 Bay Street, Florence, Lane County, Oregon.

**ATTENDANCE:** Commission: Commissioner John Buchanan (Buchanan), Commissioner Bob Thorp (Thorp), Commissioner Ralph Saulsgiver (Saulsgiver), Commissioner John Scott (Scott). Absent: Commissioner Joshua Greene (Greene) Staff: Port Manager Mark Freeman (Freeman), Recording Secretary Susy Lacer (Lacer). Audience: Brien Mill, Eldon Nordahl, Mark Lull, Louie Campbell.

**MINUTES:** On the **MOTION** made by Scott, seconded by Thorp, the Board unanimously approved the Minutes of the meeting held on 19 December 2007 as submitted.

**REMARKS FROM CITIZENS/GROUPS:** Brien Mill spoke to the Commission regarding 1<sup>st</sup> Response Supplies. Mill reported he had been contacted earlier that evening by Guy Rosinbaum with Vessel Assist about raising a sunken boat at Siltcoos Lake. Mill reported his float blats are in use on another recently raised vessel and asked if he could use two float blats from under the transient dock, since it was currently closed. Mill stated he was thinking of creating an emergency boat-raising kit that would be available to anyone in the Siuslaw Fisherman's Association (SFA). Mill stated he would return the Port's float blats the following day and that he would be working as an employee of Vessel Assist and would be covered under their insurance. Mill apologized for the short notice regarding the request, but stated he had just received the call 3 hours before. The Commission approved the use of the float blats. Lull asked that Mill keep the open area of the transient dock usable (afloat) if possible. Mill stated there was one blat under the red crane, one under the old ice shoot, and one large one under Maple Street landing. The Commission directed Mill to arrange details with Freeman.

**FINANCIAL REVIEW:** Freeman stated the \$35,000 payment was for SDAO insurance for the year, and that the credit card bill included the Washington DC trip for Saulsgiver and Freeman. **MOTION: On the Motion, made by Scott, seconded by Saulsgiver, the Board unanimously voted to accept the financial reports and ratify payment of bills listed in the amount of \$81,957.31.**

**OLD BUSINESS:** Ice House Removal and Repairs Update. Freeman stated Port staff and SFA personnel would be attempting to remove the ice house roof the next day. The electrical service has been separated and cleared from the old ice house. Scott asked about status on installing the new electric service for the ice plant. Freeman stated CLPUD is working on the design and cost for the new service. Lull reported the new ice plant is about 3 weeks from delivery and that they will be reusing the auger and some of the old components. Saulsgiver stated it would take about 3 days to set up the new house once delivered.

Evaluate Proposals and Select Engineer for Wharf Inspection. Freeman stated that for insurance reasons and concerns over the condition of the wharf, the Port needs

to move ahead with the inspection. The Port has received 3 proposals for inspection only (not repair drawings). The first proposal, Norwest Engineering, was for approximately \$49,000. The second proposal, KPFF Consulting Engineers, was for approximately \$46,000. The third proposal, Berger/Abam, was for approximately \$27,000. Freeman stated the lowest proposer has an in-house dive team and therefore was able to save the cost of hiring a separate dive firm. Freeman stated Berger/Abam had told him they could mobilize within 3 weeks. Freeman stated all three firms were good companies, with good work histories and great reputations. Freeman recommended accepting the proposal from Berger/Abam. He also emphasized that there will be additional costs for recommended repair drawings and the repairs themselves. Thorp asked if Berger/Abam would be able to complete the needed repairs. Freeman stated they could, as could several other engineering firms. **On the MOTION, made by Saulsgiver, seconded by Scott, the Board voted unanimously to accept the proposal from Berger/Abam for \$27,000.**

**NEW BUSINESS:** Budget Committee Appointment Schedule. Buchanan asked how many openings remained on the budget committee. Lacer stated there were 3, then Dave Davis, who had been on the committee last year, agreed to renew his term, leaving 2 remaining openings. Scott confirmed that Davis did not need to reapply for his term, since he agreed to renew. The Board concurred. Lacer asked if the Board agreed with the tentative schedule included in their packets. The Board agreed.

Review Port Manager Performance Evaluation Process. Thorp stated the ongoing strategic planning process was a good opportunity to re-evaluate job descriptions to make sure they are current and to review the performance evaluation processes so that all requirements are addressed. Thorp would like to create a system for evaluations that is easy to do, with all requirements being specific and measurable. Thorp suggests a more frequent evaluation process than once per year, preferably quarterly. With an updated system, the evaluation should only take 10-15 minutes per employee and expectations will be clear for both employer and employee. The Commission agreed with the idea and encouraged Thorp to move forward with it. Buchanan stated the Commission would be reviewing Freeman's performance in closed session later that night.

**REPORTS:** Freeman stated he has received 4 proposals to grade the former tent sites. He is also considering doing the work in-house by renting equipment. Scott asked about the possibility of installing conduit for future utilities while this work was being done. Freeman stated that was possible. Scott stated the Port needs to upgrade the campground anyway and that will be part of the strategic business plan. Buchanan asked if local contractors were submitting proposals. Freeman stated they were. Thorp asked about the need for compaction tests along the bulkhead. Scott stated the Port would need to redo the retaining wall first. Buchanan read the upcoming meeting schedule and stated the next strategic business plan workshop would be on 12 March, at the SVFR fire hall, if agreeable.

Buchanan announced the Board would now enter into Executive Session per ORS 192.660(2)(e) and (i) to discuss real property transactions and to review the performance of the Port Manager, respectively. The open session was closed at 7:42pm, the room was cleared of audience members with Louie Campbell remaining. The Board began their closed session.

The Board returned to open session at 8:28pm. **On the MOTION, made by Saulsgiver, seconded by Scott, the Board unanimously voted to make a compensation adjustment of a 5% increase to the Port Manager's salary.**

**ADJOURNMENT:** With no further business, Buchanan adjourned the meeting at 8:28 pm.

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President

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Secretary