

Port of Umpqua

Regular Meeting Minutes
Wednesday, September 19, 2012 at 7 p.m.
Port of Umpqua Annex
1841 Winchester Ave
Reedsport, OR

THESE MINUTES ARE FINAL and APPROVED

Commissioners Present:

President Steve Reese
Vice President Keith Tymchuk
Treasurer Donna Train
Asst. Secretary Jessica Terra

Commissioners Not Present:

Secretary Barry Nelson

Port Staff Present:

Port Manager Charmaine Vitek
Administrative Assistant Karen Halstead

Proceedings:

The meeting was called to order at 7 p.m. by President Steve Reese.

APPROVAL OF AGENDA:

Commissioner Tymchuk made a motion to approve the agenda as presented, 2nd by Commissioner Terra. Motion passed by unanimous vote.

APPROVAL OF MINUTES:

The draft version of the minutes for August 8, 2012 was presented for approval.

Commissioner Terra made a motion, 2nd by Commissioner Train to approve the minutes as presented. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner questions regarding bills:

As checks were being signed Commissioner Train asked why there are differing dollar amounts for Walters Landscaping in some months. We are supposed to be under contract with them. Charmaine explained that while we are under contract for landscaping, sometimes they will come in and do extra projects such as window cleaning, and they charge separately for those services.

Donna also wanted to know if we were writing one check for the multiple bills we receive from Central Lincoln PUD, and yes we are the same is true for the water bills from the City. We receive multiple bills from them, but when paying, we write just one check to cover all the expenses with each bill itemized per its budgeted line item.

Commissioner Train moved to approve payment of checks in the amount of **\$4,665.71** to be paid out of the General Fund, 2nd by Commissioner Tymchuk. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Heat pumps maintenance; All Weather Heating

There have been ongoing issues with the heat pump system. When we were first looking to buy the buildings, we had the company that installed them originally; Florence Heating & Sheet metal come in and inspect them. There were a couple of things that were needed, including a thermostat replacement in the area now occupied by Umpqua Soil & Water.

We have had tenants complain that there are a lot of fluctuating hot and cold temperatures in the buildings. We have tried to work with the thermostats to get them set right, and even had Steve come in and took a look at them. Finally it was decided to contact Florence Heating & Sheet metal to come back and take a look, but they have proven to be very hard to make contact with.

All Weather Heating in Coos Bay was recommended so Charmaine called them, and they sent Bill Hale in to take a look. He is very knowledgeable about systems like ours and was able to make sense out of the schematics of the system. He was also able to understand and explain the layout of the thermostats and the sensors. The problem is that we have done remodeling since buying the building and in doing so the sensors are now inadequately placed to accommodate the existing office space. His suggestion was to have the outdated thermostats replaced with programmable thermostats which are easier to use.

Another issue that's been noticed is some unpleasant odors in the Annex. We have not been able to pinpoint where the odor is coming from. Bill suggested having the ducts cleaned.

Instead of submitting an all inclusive proposal for both projects Charmaine had requested that Bill submit separate proposals for these two issues. These proposals were included in the meeting paperwork along with a schematic of the existing heating/cooling thermostats and sensors.

One proposal is for the cost of cleaning the air ducts and it would be \$750. The other proposal is for replacing 7 of the existing temperature controls with more centralized thermostats, and then installing remote temperature sensors in the common air returns which would allow for more accurate regulation of the building temperatures. The cost for this second proposal is \$3,800.

Steve asked if they would be able to change around the larger areas such as the large room being leased by Umpqua Water & Soil. When Bill was asked about that he suggested starting with the proposed project and see if that worked before moving into something much larger such as moving the ducts around. It's very possible we may have to do that anyway when or if future tenants request new configurations of the offices.

Donna asked if we would have control over the thermostats, and yes we would. Now we have covers over the thermostats that are locked so no one else can go and mess with the settings.

The commission agreed that the work on the temperature controls and sensors needs to be done before winter comes along. They also decided that they haven't noticed any odors in the Annex therefore they found no need to proceed with the proposal to clean the ducts for \$750.

✓ Commissioner Tymchuk then made a motion to accept the proposal from All Weather Heating for the temperature control and sensor replacement and authorize the Port Manager to sign the proposal for \$3,800.00 to be paid from the general fund. Commissioner Train 2nd the motion. Motion passed by unanimous vote.

2. Pacific Coast Congress semi-annual conference: the Port's contribution

Keith said he didn't feel there was any need for explanations for this item. The Port had said in the past they would try to make a contribution, and Jeff has been able to get the conference in our local area so it's appropriate that the Port contribute.

✓ Commissioner Tymchuk made a motion approve a 50-50 split with Salmon Harbor for costs incurred for the upcoming PCC semi annual conference not to exceed \$1,000 to be paid from the general fund. Commissioner Train 2nd the motion. Motion passed by unanimous vote.

REPORTS:

PORT MANAGER'S REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$1,520.00 for the Month of August. Things at the dock are going well.

DCIDB loan pay down: At last month's meeting, the commission moved to pay one half of the remaining obligation to the DCIDB, in the amount of \$21,600. That amount, which was recommended in the motion, was calculated on continuing to pay \$200 month to exhaust the budgeted amount. I contacted Douglas County Management and Finance to see how they wanted us to do the pay down. They said the easiest for them would be make one lump payment now and then resume the \$200 month payments at the start of next fiscal year. That lump payment was for \$23,800; on half of the amount remaining and the budgeted amount. It was paid with the August month end bills.

Siuslaw Fisherman's Association Ice Machine offer: We received word that the ice machine was sold to a private party out of Astoria, I believe.

OPPA

The discussion continued regarding the Ports Economic Impact report the agency and Ports are considering to emphasize the economic engines Ports are to the state, regions and communities. Oregon Business State staff has been shorthanded recently so this item has not been pursued but is again on the horizon. There was again discussion about each Ports contribution financially and to what extent the report would address individual ports, in addition to statewide impacts. I am still interested in participating in this discussion with the OPPA committee and the agency.

We talked again about Board training and how it needs to be addressed, requirements within the IGA with the State, which we still do not have, speak to board training. Your packets contain a document from Dave Harlan addressing training and governances. Please take time to review it; the Port of Umpqua will soon be considering the IGA which includes this item. As a side note, the notices of training webinars offered by Special Districts and the Oregon Ethics Commission are approved as counting towards those requirements. I sent an Ethics training notice out today so if you want to participate in one of the sessions, please contact me.

Due to the staff issues mentioned, the ORS777 review and recommendations project by OPPA was held up but should now be back on track. I requested to participate in this project so I could better understand ORS777 which is the statutory authorization for the formation and operation of Oregon Ports.

DCIDB

The DC Industrial Development board is examining their Ordinances and Functions, particularly the relationship the board has in respect to the County Commissioners and authorities granted the to the board on behalf of the county.

Continued work is being done on County Industrial Site improvements and preparation for marketing and sale of properties.

They also approved the final draft RFP for engaging a 'listing agent' or Realtor for the marketing and sale of the IDB sites.

The board asked me to announce the loan pay down that the Port approved at last month's meeting. They were very appreciative, I was last on the agenda and several commented that I was the good news and they'd waited the whole meeting to hear our good news.

Yaquina Dredging:

The Army corps is planning on having the YAQUINA finish up the FY12 work on the Umpqua tomorrow. There are about 4 days left. They got a pre survey this past weekend, and the channel actually looks good, but there are a few shoals on the north side. They think the channel will be left in really good shape after they are done. Also, the jetty monitoring engineers will be here early next week and we will get a report from them after that visit.

To my knowledge, we have had no more inquiries about the downtown building. We are almost finished cleaning it out. Karen is matching the remaining items to inventory and separating items into; Keeping, disposing of and sell/donate. Any items that are in inventory whether inoperable or just no longer needed will need to be declared surplus property and disposed of appropriately. I hope to have that project and items ready for disposition at next month's meeting.

SALMON HARBOR MANAGER:

Jeff reported that the construction of the MAC addition is moving along. There were a couple of setbacks along the way, but it looks like it will be ready in time for the PCC conference.

Reporting on the sewer dump station, Jeff mentioned that the city recently closed their dump station because of concerns about "blue water". This shows that blue water is a concern regardless of the size of the facility. He thinks it's an issue of the proximity of the dump to the plant. Just like it is in Winchester Bay. All summer they set a 26 dumps / day limitation and there have not been any episodes of damage to the sewer plant. There is a problem though in the fact that they are spending more money on this than they are taking in. By having a person employed just to man the station. Some days there may be only 3 dumps and the person out there is making \$26 / day. The goal now is to find a way to make it all work. Jeff's opinion is that this is a whole community issue including Lakeside and there has to be a way to all work together on this. Keith added that as Jeff mentioned the city has had to close their dump station because they overloaded their capacity, and they had just intended to have

it closed for a week or so, but there was an e-mail yesterday stating it's going to be closed until October 1st.

Jim Mix asked if the city had looked at putting in a card system for people to pay for using the dump. Jeff said they needed to find out what is used in Lakeside because he knows that a lot of people are going to Tugman to dump. It may be the logistics that Tugman is far enough from their station it is getting diluted before it gets there.

They are working on a dredging survey right now since they don't have a dredging permit any longer. Marzet is working on the depth survey and then they will eventually do soil sampling testing. This is the first thing needed to submit a dredging permit application to the Corp. There is no project but Jeff understands that they can get 6-7 years out of one permit and the goal is to always have a dredging permit in place.

COMMISSIONERS:

Donna reported that the Reedsport Urban Renewal Advisory committee meets tomorrow and they will recommend adopting the Reedsport Waterfront Plan. Since the plan is already created there won't be any additional costs.

Keith reported that yesterday it was announced by Northwest National Marine Renewal Energy Center that Reedsport is one of two finalists for the Pacific Marine Energy Center. This is good news. He did two different interviews today from people wanting to know what we can do to put Reedsport in the forefront. Right now it's unknown what we can do because we don't know what NNMREC is going to use as their final criteria. He suspects community support will have some role in the final selection. NNMREC wants this decision made and finalized sometime in December.

Charmaine had provided the e-mail and attachment from NNMREC. Next month it will be on the agenda and the Port will be talking about whether or not they will take a position on this.

Keith said he knew there may be some concerns but his stance was that it's important for the Port to support this. If Reedsport were to be chosen it would be the premier wave energy research site in the United States.

Steve added if people are to ask about it now the Port should be positive. Keith pointed out that NNMREC had said they were impressed with the turnout they had when Katie and Belinda came and spoke to the community the first time.

Charmaine pointed out another thing that was mentioned. The local economic development group in the Newport area was also on board for their chance to be selected, so that may be something Reedsport will want to look into as well. Keith mentioned it would be beneficial to have the Salmon Harbor Committee on board too.

OPT does have some anchors in the water but as of mid-week last week they still didn't have all three in. Word is that they want to get them all in before the weather changes in mid-

October. Afterwards there are plans for a big event at the bigger ship yards in Vancouver on the 27th; it'll be a luncheon that Keith will be attending.

Next Wednesday and Thursday will be the Ocean Energy Conference in Portland. Oregon Wave Energy Trust has put together a video of all that has happened in the last month which has been a big month for wave energy, many things have come together. Keith has also been asked to talk about where Oregon has been and where we are going with this.

Last bit of news, we officially have a new city manager; mid-October is his expected start date. Jonathon Wright has been offered and accepted the position.

The meeting was then adjourned at 7:42 p.m..

The next Port of Umpqua Regular Meeting will be held October 17, 2012 at 7:00 p.m. at the Port of Umpqua Annex building, 1841 Winchester Ave., Reedsport, Oregon 97467.

Steve Reese, President

Karen Halstead, Admin. Assistant