

Port of Umpqua

Regular Meeting Minutes
Wednesday, November 14, 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
Secretary Barry Nelson
Treasurer Donna Train
Asst. Secretary Jessica Terra

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

APPROVAL OF MINUTES:

The draft version of the minutes for October 17, 2012 was presented for approval.

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

APPROVAL OF BILLS:

Commissioner questions regarding bills:

While signing the checks Commissioner Nelson asked why the bill from Central Lincoln PUD for the Port dock was so high. He also asked exactly which dock this bill was for, the dock in

town or the dock in Winchester Bay. I explained it was the port owned dock in town. Ork Rock is the address for the dock in Winchester Bay. He had brought this up before, and he didn't understand why we were paying for the light being used by Fred Wahl, in his opinion Fred Wahl should either be paying for that, or at least a portion there of.

Commissioner Reese asked what the check for DPC was for. Charmaine explained that even though she had explained to them they needed to write this check which is for their portion of the property taxed, directly to Douglas County, they had instead written it to The Port. So we had to write the check to the county and deposit the check they wrote to us.

Commissioner Nelson moved to approve payment of checks in the amount of \$ 3,377.14 to be paid out of the General Fund, 2nd by Commissioner Train. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Port Representative Appointment to Salmon Harbor Management Committee

The Port has received a letter of resignation from Jim Mix who has been The Port's representative to the Salmon Harbor Committee. Steve said he suggested that Donna replace Jim as she is very familiar with Salmon Harbor and the staff, and she is aware of what is happening there. Keith agreed. They asked Donna if she would agree to that. She said she would.

Commissioner Tymchuk then made a motion to appoint Commissioner Train to complete the 3 year term which ends December 31, 2013 as the Port of Umpqua Appointee to the Salmon Harbor Management Committee as directed by the Intergovernmental Agreement between Douglas County and the Port of Umpqua. Commissioner Nelson 2nd the motion. Motion passed by unanimous vote.

2. Tenant lease option review

Charmaine reported that Marketron has approached the Port to find out what it would cost to lease more office space. They are looking at bringing their folks currently working from home into the office. It looks like there will be 14 people moving in if this happens. Also, their current six month lease extension will be up December 26, 2012 and they will need to renew that as well. Charmaine had provided the commission with a map and the footage calculations for the area they are currently leasing and the additional space they may request. There was discussion where Charmaine recommended that if they would, to get them to lease two complete quads; the Umpqua and Schofield quads with their accompanying common areas. This would provide them with 14 offices needed as well as 3 additional office spaces they could use as they see fit.

There was discussion about the options and rates Charmaine had worked out. She said she was not asking for a motion, but instead direction from the commission that would allow her to negotiate the rates that had been discussed. The commission agreed and told her to use the rates discussed as the bottom line, start with a higher rate to give room for negotiating. It was also suggested that she have Marketron agree to use our IT people so as to avoid having yet another IT provider messing with our configuration that at this time is running smoothly.

3. Representative from Port Commission to review the Audit with Manager and Auditor

Signe Grimstad our Auditor stopped by this week for her annual visit. She has requested that at least one commissioner sit in when she goes over the Audit. She has said if there were more than one that wanted to sit in, that would be great. Steve said he would be interested, and Jessica also said she was available. There has not been a date set up for this yet, but when there is Charmaine will let the commissioners know.

REPORTS:

PORT MANAGER'S REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay brought in \$2,443 for the Month of October. The fleet is preparing for crab season at this time.

We received the rebate for the Annex building lighting retro fit project in the amount of \$487.00. The project cost \$1,368.13 so cost to the Port was \$881.13.

All Weather as started the heat pump thermostat and sensor replacement. He worked on it Monday and will finish up tomorrow. It will be good to have it done before winter.

December 13th Business Oregon will be sponsoring Ports Legislative Summit at the Capitol in Salem. This will be an opportunity for Ports to highlight what each Port does and the economic contribution and projects to the agencies and legislators. I will address the impact dredging or the lack of dredging has on our local economy.

Keith suggested that Charmaine meet up with Caddy McEwen while she is there, and with her experiences with the Port of Coos Bay she could be an excellent reference.

Dredging:

I'll be going to Gold Beach Friday to meet with South Coast Ports to discuss dredging options, perhaps other than the ACoE. In the past the Port of Umpqua has shown interest, and may even have purchased a dredge at one time. According to Marin Callery from the Port of Coos Bay, it was not a success at the time. Jeff said it was a conscious decision to get rid of it, it was a clamshell type dredge that was just for the harbor to use for creating the basins but it did not work out because of the high cost of maintenance and the poor performance of an antiquated dredge.

SALMON HARBOR MANAGER:

Jeff reported they have started all of the winter maintenance work in Salmon Harbor. They have also identified a need to work on their fuel facility. The dispensers need updating, and they are considering going to an automated system. As it is now everything is done manually, including all receipts. The hope is for this to greatly improve the ability to manage the two stations and allow for immediate calculations at the end of days business. Just the closing process for the existing manual system takes at least an hour. This is expected to cost 30,000 to \$40,000 to put the new system in place, but it needs to be done, and over time it will hopefully pay for itself.

Jeff thanked the Commission again for their contribution to the recent PCC conference that was held in Winchester Bay.

Wifi has become an issue in Salmon Harbor. They have had a lot of problems with it at the RV Resort, and they have found that it has to do with multiple things. The main issues are capacity and the inability for Charter to provide the service level that is needed in Winchester Bay. One issue is streaming video, which has been such a problem they are considering eliminating the ability for their customers to do that. They have hired a specialist to work on this, and they may have to eliminate the level of service currently offered. The last resort would be to not allow the Marina customers use of the wifi so that the RV Resort can still offer it to their tenants.

Sewer system update: Salmon Harbor did some analysis and they are starting to work on the figures. They had an attendant working at the dump station that looked at where folks came from, the amount of gallons dumped, if they were Salmon Harbor customers, etc. They found that 49% of all of the dumps were Salmon Harbor customers, 17% were from Half Moon Bay and the rest were from outside Salmon Harbor. The interesting thing was finding out it's the folks coming off the dunes that have the most to dump. Now the sanitary district will use these figures to correlate with their BOD levels and look further into the issues. Jeff noted that not one time during the summer did they go over their allotted 26 dumps per day, the closest that they came was during DuneFest and the number reached was 25.

The plan now is to bring together all of the impacted agencies, including the City of Reedsport, Lakeside, Douglas County Parks and the Forest Service and discuss the impact on the community and see if there is a desire to do anything about this. As a last resort Jeff said they could shut it down to only their customers, which Barry said seemed like the common sense thing to do. Jeff said he saw it as a community issue. There are people coming from all over the country to use our campgrounds and enjoy all that our area has to offer, and it seems like we should serve them as best as we can, instead of sending them off somewhere else with full tanks. He will keep the commission posted as more information comes along.

COMMISSIONERS:

Steve reported that the first NNMREC meeting was last night. The goal was for organization and meeting all the folks that will be participating.

Keith added that almost everyone that needed to be was at the meeting. Last night's goal was to begin the process of getting an audit of the on shore assets that would meet the needs of the site, and to also begin the process of off shore location options. The bulk of the time was spent on the first issue and there was a review of the goal of the committee and why they were there. They also were able to provide Kaety with ideas of what kind of information the committee needs for the next meeting. Overall it was a positive meeting with good representation from the elements needed. The one area that was missing good representation was recreational fishing. Part of the problem is there just aren't that many recreational fishermen in the ocean anymore. They mostly fish the river or on the bar. Kaety said that it could be recreational users, which would also include beach combers as well.

The Oregon Economic Summit is December 4th in Portland. Keith is supposed to be speaking with Dave Koch from the Port of Coos Bay about encouraging statewide support for the LNG facility and plan. He spoke with Representative Roblan's office and he is planning the next Oregon Coastal Economic Summit which was last held earlier this year in the spring. If anyone has any ideas for the next summit they can be submitted to Rosie or through Keith.

Since last month's meeting Keith spoke in Eugene encouraging the city council to support the Coos Bay Coal Project, and to not protest. It didn't work, they were there anyway, but they did give Keith and Dave as fair a hearing as they could ask for from the Eugene City Council.

Donna reported that the Urban and Renewal Waterfront project went to the City and it was not approved. City Manager, Jonathon Wright added the reason it wasn't approved was for clarification on the downtown plan document. It simply was just a difficult document to read. It had nothing to do with the work done; it was all about the document needing to be cleaned up. This does not mean that anything has stopped, it simply means they need to reset, and work their way forward once again, only this time using specific parameters. Those are to clarify and cleanup that document and to incorporate the actual zone changes into the plan so they don't end up with this document and these plan maps that will never be usable because they ran out of funds and so much time has gone by that the new landowners don't know what the original purpose was in the first place.

Donna asked how much this reset is expected to cost. Jonathon said that ODOT stepped up and the consultants are going to be paid by ODOT. He has volunteered to make sure that it gets done.

In the long run, this is actually a positive thing. Jonathon has a meeting to brief the planning commission next week.

The meeting was adjourned at 8:07 p.m.

The next Port of Umpqua Regular Meeting will be held December 19, 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