

Port of Umpqua

Regular Meeting Minutes
Wednesday, January 16, 2013 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

Commissioners Not Present:

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:

There was a request to add item #3 - to consider a real estate broker listing agreement. There were no other changes, so Commissioner Tymchuk made a motion, 2nd by Commissioner Train to approve the amended agenda. Motion passed by unanimous vote.

APPROVAL OF MINUTES:

The draft version of the minutes for December 19, 2012 was presented for approval.

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

APPROVAL OF BILLS:

Commissioner questions regarding bills:

The only question/comment from the commissioners was from Commissioner Nelson as he was signing the checks. He said that the power bill for the Winchester Building at 1877 Winchester Ave. seemed kind of high. Charmaine explained that the heat pumps are being worked on, and hopefully this won't be an issue when they are fixed.

Commissioner Nelson moved to approve payment of checks in the amount of \$3,664.19 to be paid out of the General Fund, 2nd by Commissioner Train. Motion passed by unanimous vote.

PUBLIC COMMENT:

At this time Sunnie Hedden of Scottsburg, Oregon stepped forward. She handed out a document (included with the on line packet) that she then read to the commission. This year on June 19, 2013 will be the 100 year anniversary of the charter of the Port of Umpqua and she requested that there be a celebration of this milestone to pay tribute to the many folks that have served over the years and to highlight the many accomplishments of those efforts. She presented some ideas and volunteered her time and services in helping to plan this possible celebration.

Commissioner Tymchuk thanked her for letting them know the 100th birthday was this year. President Reese added his appreciation as well. The commission decided to think this over and revisit this topic at a future meeting.

REGULAR BUSINESS:

1. STEP annual membership dues

Keith said he felt this is the best \$100 the Port invests all year. STEP does a tremendous job, and they are getting better every year.

Commissioner Tymchuk made a motion to approve the annual sponsor membership dues to the Gardiner-Reedsport-Winchester Bay Salmon Trout Enhancement Program in the amount of \$100.00 for 2013. Commissioner Terra 2nd the motion. Motion passed by unanimous vote.

2. Pacific Coast Congress of Harbor Masters and Port Managers annual membership dues

This will be about the third year we have been members of this organization. It's very good networking and its money well spent.

Commissioner Train made a motion to pay the annual membership dues to Pacific Coast Congress of Harbormasters and Port Managers in the amount of \$225.00 for the 2013

calendar year to be paid from the General Fund. Commissioner Nelson 2nd the motion. Motion passed by unanimous vote.

3. Consider Real Estate Broker Listing Agreement:

We had an agreement with Norm Lacey who was with Dune Country Realty at that time. This agreement expired November 18, 2012. With the approval of the Port President we entered into an extension of that agreement that took us to the end of 2012.

Norm has moved from Dune Country and is now employed by Pacific West Realty. He has provided a new agreement for the Port to consider.

It was agreed that we have good continuity with Norm, he has proven to be easy to work with, and he is familiar with what we have to offer. It just makes sense to stay with Norm regardless of what realty office he is with.

Commissioner Tymchuk made a motion to engage the service of Pacific West Realty Inc. to market and sell the property and building at 364 N 4th street accepting the proposal and terms as submitted and authorize the Port President to sign the listing agreement for six months. Commissioner Nelson 2nd the motion. Motion passed by unanimous vote.

REPORTS:

PORT MANAGER'S REPORT:

The Port Commercial Dock in Winchester Bay Brought in \$821 for the Month of December. Crabbing has started. Charmaine shared pictures she had taken this week of the dock and boats unloading on it. In the past few years the bigger boats have sold their first loads in Charleston but this year the Ossian is delivering to a buyer over our dock. This is going to be very beneficial to us to have more products unloaded over our dock.

There has recently been a plumbing problem. The restrooms in the main building overflowed last week. I contacted Dick Young; he was able to clear the obstruction. He said if it continues to happen, we might need to get a camera down the drain to see what the problem is. Hopefully it isn't an ongoing problem. Dick says the sewer connection to the city line is very deep and would be major to have to dig it up to repair. Getting a camera in there could be expensive, unless we could use the city's camera. Jonathon Wright said the city does as service private laterals with the camera to help out. It may depend on how deep the obstruction is.

In preparation of Marketron's employees occupying the additional offices, I had Ron Kaufmann order and install locking knobs on the Quad doors. There are two doors for each quad; they will all have the same key. We do not anticipate installing any other locking knobs for Marketron. Shelley said she and Mike's offices are the only ones that need to be secured since they have the confidential data in their offices and they already have locks on their doors. The invoice came to \$462.00 in today's bills.

Haven't heard when they will start to move employees in. Commissioner Reese said we should paint the offices, I think we should too. What do you think?
Ron Kaufmann did the other offices, do you want me to stay with him or get estimates from other contractors? The consensus was to go ahead and have Ron paint them. It's best to have them move into offices that are fresh from the start.

Heat Pump unit #2 had a blower motor quit working over the Christmas week. All Weather did an emergency repair to the unit which is the \$840.00 bill from All Weather in the bills.

We would like to know how the Commissioners would like to get your meeting binders each month. If you want us to deliver them to you, where to and where you do NOT want them delivered. Keith is no longer at the school on Fridays so how do you want us to proceed? Steve and Jessica would prefer to have them delivered. Keith, Barry & Donna will pick them up here.

South Coast Ports are all working on their SBP's as mandated by the state. I haven't heard anything further about the dredging funding problem since before the holidays. I'll keep you posted of any progress.

OPPA meeting: The Port of Umpqua agreed by consensus to support the proposed funding strategy Ports were requested to endorse. This is the program whereby Ports submit Capital projects that meet certain criteria for a new proposed state funding source exclusively for Ports. Commissions were asked to support chosen projects and agree not to do an end run around the process if their projects were not chosen to be funded in a given year. 20 of the 22 Oregon Ports agreed to the process as of our last meeting last week. Brooking and the Port of Coquille had not yet reported back. As I reported previously, the process involves a review committee made up of 9 members, 2 from each 'size' ports, size being determined by the total assets of the port. During our discussion it was mentioned that I might volunteer to serve on that review board.

Well, I did volunteer but prefaced my offer with my desire to participate on the committee that will be working on the Ports Economic Impact project instead. Mark with OPPA replied that he accepted my offer to serve so at this time, I guess I'm on that committee, unless things change.

On a side note, the new Port project funding program request was not included in the Governors' budget however OPPA and OBDD will continue to seek an avenue for funding. We want to process to be in place when funding becomes available.

Steve asked what the project cycle was, and it's either every year or every two years.

SWACT: the South West Area Commission on Transportation spent most of Friday's meeting prioritizing area projects for the 2015-2018 Statewide Transportation Improvement Program (STIP) funding. The City of Reedsport had submitted a Pedestrian Improvements and Scenic Overlook project for consideration which had gotten preliminary high priority by ODOT when they did their rating.

The goal at Friday's meeting was to re-prioritize the projects in order to come up with a final list and Reedsport's Pedestrian Improvements project made it into the top three. The Highway 38 overlook portion of that project was separated into its own project which had received a low priority rating and was removed from consideration this time.

This is all a brand new process, Jonathon explained it's the stakeholders who are making the decisions and they have to be as objective as possible, which can be difficult since they all have their own projects they've submitted. At this meeting each stakeholder was asked to choose their highest priority project out of the projects they had submitted. Jonathon requested the \$1.7 million for the downtown project because it covers multiple areas; health safety, transportation, and esthetics.

Next they are to create what is called a "150 list". After rating all of the projects, they kick out the low priorities, and the medium and high priorities are put into this list. They will then keep all the highs, and probably remove some of the mediums. There is a total of \$12.5 million to give, but they have asked for \$19 million in projects. In February they will have identified \$19 million in projects then the state will go out and scope these, and at a follow-up meeting they will announce which projects were chosen for funding.

The Pedestrian Improvements project will include widening in the area for multi use pedestrian pathways, pedestrian lighting as well as esthetic improvements from 6th street all the way to highway 101 and would also take place at the same time new paving from Dean's Creek to Highway 101 are scheduled. It is all going to be a big improvement for our downtown area.

Office hours: If there are no objections I'd like to change our working office hours from 8 AM to 4 PM. Port information already states office hours are from 9 to 4. The commission said this was fine.

SALMON HARBOR MANAGER:

Jeff reported the 39th annual PCC Spring conference is scheduled to be in Seattle, April 10th through the 12th. He discussed some of the proposed topics that are going to be presented. This is the biggest conference of the year for PCC and will be at the Hilton by Sea Pac.

The next meeting for Salmon Harbor will be at 9 a.m. January 31st at the MAC. They will review the budget, and get it prepared for the next fiscal year.

Work is being done on Dock #3, replacing the whalers. Jeff handed out some pictures that show the work being done (included in the on line packet). Inmates are being utilized to do the work. A challenge in this project has been discovered that affects this dock and dock #1. Within the piling hoops the bolts are hidden behind the support structure, which requires that they physically cut in around each support structure to get to the bolt, and then they have to be heated to get it off. It's a very long process. Fortunately the other docks don't have this issue.

The other project is a catwalk that is being built for the fuel facility. This project is a result of an internal audit that stated that they need to “stick the tanks” every time fuel is delivered. This is the one reliable way to get a good reading on what is actually being delivered. In the past they had to rely on the figures provided by the vendors, and the vendors don’t have metered tanks.

COMMISSIONERS:

Barry: Reported on the SOORC meeting.

Jessica: Reported she is scheduled to attend the SDAO conference in February.

Steve: Reported he has heard some fishermen have mentioned they would like to have covered structures in Winchester Bay to store their crab pots. This may be a project that the Port could be involved with and he’d like for the commission to give it some thought and discuss it at a later date.

Keith: Reported that the PMEC site will be going to Newport. He has been involved in some conversations on this decision. It was brought up that the criteria given on what would be important when choosing the site, were not the same factors that appeared to be what the decision was made upon. He pointed out it won’t do any good to dwell on this, the decision has been made and while it is fine to question the inconsistencies the fact remains that there will be more opportunities coming down the pipe, and hopefully this experience will give Reedsport the edge next time.

Donna: There has not been an Urban Renewal meeting to report on, her first Salmon Harbor meeting will be January 31st.

Meeting Adjourned: 7:57 p.m.

The next Port of Umpqua Regular Meeting will be held February 20, 2013 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