

Port of Umpqua

Regular Meeting Minutes
Wednesday, July 17, 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 VACANT

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.

After the pledge of allegiance Steve noted the passing of Mark Fandrey, chief of police for Reedsport, and he asked for a moment of silence in honor of the chief.

OATH OF OFFICE FOR NEW COMMISSIONER:

Port Manager Vitek is authorized by the State of Oregon as a notary, and one of her duties is the ability to swear and administer the oath of office to public officials.

Charmaine then administered the oath of office for re-elected Commissioners Reese and Tymchuk and newly elected Commissioner Dennis Clemens.

APPROVAL OF AGENDA:

Addition of Item #5 - Douglas County Industrial Development Board loan payoff was added.

APPROVAL OF MINUTES:

The draft version of the minutes for June 19, 2013 was presented for approval.

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

APPROVAL OF BILLS:

Commissioner questions regarding bills: There were no questions from the Commissioners.

Commissioner Nelson moved to approve payment of checks in the amount of **\$3,798.17** to be paid out of the General Fund, 2nd by Commissioner Train. Motion passed by unanimous vote.

Steve introduced and welcomed Mr. Don Baumann, owner of Baumann & Sons. He has brought a new business to town, and is currently residing at the port property at 364 N. 4th Street in Reedsport.

Don described his business, and said they should have all of their equipment moved and ready for business by the middle of August. He thanked the Port for all that they have done in helping him get his business moved to Reedsport.

PUBLIC COMMENT:

Mike Jenks said at the June 19th meeting there was mention of having a joint meeting between The Port, Salmon Harbor and the County Commissioners about the docks in Winchester Bay, and he wanted to know if a date for that meeting had been set. It is still in the works, no date as of yet.

REGULAR BUSINESS:

1. Election of Officers for the 2013-2014 Fiscal Year

Currently the board positions are as follows:

President: Steve Reese

Vice President: Keith Tymchuk

Secretary: Barry Nelson

Treasurer: Donna Train

Asst. Secretary: Vacant / Dennis Clemens was added.

Commissioner Tymchuk made a motion that the board continue with their current positions, and add Dennis Clemens into the role of Assistant Secretary. Commissioner Train 2nd the motion. Motion was passed by unanimous vote.

2. Committees and Appointments

Commissioner Tymchuk made a motion, 2nd by Commissioner Nelson that the committee appointments for 2013 – 2014 are as follows:

Southwest Area Commission on Transportation (SWACT): Charmaine

Oregon Coastal Zone Management Association (OCZMA): Barry (alt. Charmaine)

Oregon Public Ports Association: Charmaine

Lower Umpqua Economic Development Forum (LUEDF): Steve

Douglas County Industrial Development Board (DCIDB): Charmaine

Reedsport/Winchester Bay Chamber of Commerce: Dennis

Emergency Management/Tsunami Response Group: Charmaine

Reedsport Urban Renewal Advisory Committee: Donna

Wave Energy: Keith

Port Financial Institution: Umpqua Bank

3. Port Legal Counsel

Mr. John Wolf who is with Speer-Hoyt, LLC in Eugene joined the port for their last meeting in June, as well as attended the centennial celebration. He introduced himself, gave a brief history and took questions from the Commission. He has been recommended by the retiring port attorney, Paul Nolte. He has sent a letter of engagement and expressed that he would like to be the legal representation for Port of Umpqua.

Keith asked what was spent the last fiscal year on legal counsel at the current rate of \$200/hour. From July 2012 to June 2013 the Port of Umpqua spent \$2,890 on legal services.

Mr. Wolf may be used a little more in the beginning with giving legal advice on working with Mr. Baumann. He has agreed to continue at the rate of \$200/hour.

There was discussion of his qualifications and what a good fit he would make considering his background with Ports. Charmaine said she felt comfortable working with him.

Commissioner Nelson made a motion, 2nd by Commissioner Clemens that under the letter of engagement for legal services provided by Mr. John Wolf, the Port of Umpqua engages Mr. Wolf as legal counsel beginning as of July 22, 2013. Motion was passed by unanimous vote.

4. Pacific Northwest Waterways Association Dues

This is the one association that Charmaine would recommend to the commission. They fight very hard for The Port in D.C. and they engage with the Coastal Caucus a lot.

Commissioner Tymchuk made a motion to approve Pacific Northwest Waterways Association annual dues in the amount of \$590.00 to be paid from the General Fund, 2nd by Commissioner Clemens. Motion was passed by unanimous vote.

5. Douglas County Industrial Development Board Loan Payoff:

Over the last couple of years it has been the desire of the Port of Umpqua Commission to pay off any outstanding loans. Last year it was decided to pay off half of the balance owed on the Douglas County Industrial Development Board loan, which was for some infrastructure done on the industrial property located downtown. At this time the remaining balance is \$23,800. This pay off was included in the adopted budget for this fiscal year.

Keith said he wanted to compliment previous commissions as well as the current commission in taking care of the outstanding liabilities, and this was echoed by the auditor when the audit was done. Paying this off establishes that the word of the Port of Umpqua is good and it helps give credibility with the county as a whole.

Commissioner Tymchuk made a motion to approve payment of the outstanding balance of the DCIDB loan in the amount of \$23,800 to be paid from the general fund. Commissioner Nelson 2nd the motion. The motion was passed by unanimous vote.

After the vote Keith said he would be interested in how many small ports around the state have no outstanding debt. There are a few, Port of Bandon being one of them, but it is something to be proud of.

REPORTS:

PORT MANAGER'S REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$1,853 for the Month of June.

In the Commissioner Packets Charmaine had included a Subordination of deed of trust for Bauman and Sons purchase of 364 N 4th street building. It was provided by CCD to document the Port would be subordinator or hold the 2nd mortgage on the property. This has not been sent to the attorney for review yet, I will provide Mr. Wolf with all of the documents I have in order for him to advise the board on this matter. A special meeting may be necessary to address this issue.

Work has continued with the South Coast Ports Coalition. A lot of this was contingent on what happened with the legislature. When the session ended I asked Dave Harlan what exactly was the outcome since no reports had been sent out. There were two issues, one was

for money to buy equipment and the other was dredging that the ACOE would do and the state would pay for.

According to Dave Harlan there is \$2.5 million for the South Coast equipment, that money is tied to the future sale of bonds and it won't occur until 2014 at the earliest.

When asked about the \$4 million that was to go toward the Army Corp dredging Dave said that the state's requested packet included a second signed letter from the Governor, that it is sitting on the desk of the Deputy Secretary for Civil Works in D.C. awaiting her approval, and then it will go to the Office of Management and Budget for their check off and then to the Senate and House Appropriations Committee for their OK. Once this all happens then hopefully they will be executing an agreement with the Corps of Engineers as soon as possible so that the Yaquina can begin work and, potentially for the Corps to initiate the contracting process for some non-Yaquina work.

There is supposed to be \$4 million out there. The Rogue River has been dredged; this was supposed to be waiting for this money, but according to an e-mail from Ted that was received today that dredging has been done. He isn't sure where the money came from for this, but it has been done.

All in all, it's still in the works but it's kind of in a holding process now that the session is over. I have been working with Linda and Paul from Salmon Harbor because they are the one that will be benefitting from the dredging equipment.

Last month I mentioned the draft IGA between the South Coast Ports. It is still out there and still in draft form. Be expecting for that to come to you for review sometime soon.

SALMON HARBOR MANAGER:

Paul reported it's been a busy couple of weeks. The 4th of July was very well attended. There were a lot of people in the area and then when the winds picked up it seemed like everyone moved on.

Had a meeting in Roseburg yesterday and when he returned was shocked to see all of the folks who have just about filled up the whole middle spit area.

Keith asked how the cooperation has been with the Coast Guard on bar closures. He was out there the other day, the wind was blowing and the bar was fairly flat but he noticed it was closed to 16 or 18 foot vessels. He watched a boat go out and it didn't seem to have any trouble getting across. Paul said he had a meeting recently with the Coast Guard and three of the guides, and it went well. It was mentioned that there was some wave action on the bar that hadn't been seen closer to the jetty rocks. The Chief showed them the shoaling and talked about that with them, and it may have helped in understanding the wave action they had seen.

COMMISSIONERS:

Donna reported Dune Fest is coming up in two weeks.

The Reedsport Urban Renewal District Advisory Committee met June 11, and they are going to host a work session with the stakeholders, focusing on the Oregon Main Street Association Program. When she announced that there would be a meeting, Jonathon Wright said that it was an evening meeting and wasn't very well attended. They are going to try something earlier in the day with the hopes that they can get a better turnout. The focus is for the ambience of the downtown area not including Rainbow Plaza.

Jonathon added that the program itself is limited to our downtown area but a lot of the programs that they offer are for every merchant. They bring in classes on how to do store fronts to make them attractive; those kinds of things which are open to the general public. The meeting that they are trying to have is with the major stakeholders in the area who may agree to be a possible sponsor to take root and go forward with the Main Street Program. We are looking to the Chamber, the downtown merchants and the Urban Renewal District to get all the players involved and then bring in Cheri Stewart who is the Main Street director. There are a lot of low cost benefits to being in the program and the question to Cheri was that they already were involved with the program to a certain extent a few years ago and it died out. Instead of starting back at square one they want to see where they are at, and have her tell them how they can move forward from there.

Dennis asked if the Urban Renewal District had participated when the sidewalks were extended and the trees were planted. No they weren't established then. Donna added that Urban Renewal has been working on the downtown storm water mitigation and they have an engineer looking at the tide gates and some of the older infrastructure that can be improved so it functions correctly.

Keith said he wanted to compliment the Salmon Harbor staff for planning Jeff's retirement event. It was well attended and a good time for everyone there.

There has been a recent article in Oregon Business magazine about Fred Wahl Marine that you may want to read. Charmaine had forwarded it on to the commissioners earlier.

The meeting was adjourned at 7:34 p.m.

The next Port of Umpqua Regular Meeting will be held August 21, 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