

Port of Umpqua

Regular Meeting Minutes
Monday, September 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
Asst. Secretary Dennis Clemens

Commissioners Not Present:

Secretary Barry Nelson
Treasurer Donna Train

Port Staff Present:

Port Manager Charmaine Vitek
Administrative Assistant Karen Halstead

Proceedings:

The meeting was called to order at 7:09 p.m. by President Steve Reese.

Steve: Jim Akre passed away after a brave battle of cancer, he was a teacher, coach, author and he was on many boards throughout the community. He was revered by his students; one student once said "Mr. Akre did more than teach me, he taught me to understand". Steve requested that those present to please honor him with a moment of silence.

APPROVAL OF AGENDA:

The agenda was approved by consensus as presented.

APPROVAL OF MINUTES:

The draft version of the minutes for the Special Meeting on August 13, 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.

The draft version of the minutes for the regular meeting on August 21, 2013 was presented for approval.

Commissioner Clemens 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:

Steve asked what the amount was for the bill from the Department of State Lands last year; Charmaine told him there has been a 3% increase for this year.

Commissioner Tymchuk moved to approve payment of checks in the amount of **\$7,850.95** to be paid out of the General Fund, 2nd by Commissioner Clemens. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. OCZMA Annual Membership Dues

This organization is involved with a lot of things that are in the interest of the Port. Barry is our representative to OCZMA.

- ✓ Commissioner Clemens made a motion to approve payment of the annual membership dues to the Oregon Coastal Zone Management Association of \$500.00 for the fiscal year 2013-2014. To be paid from the General Fund, 2nd by Commissioner Tymchuk, motion passed by unanimous vote.

2. Parking area maintenance: additional

Keith asked for clarification of what this additional work was for. Charmaine explained that even though this area was part of the description in the Scope of Work, Greg overlooked this when he submitted his bid, then when it came time for the work to be done it came to light that he had made this oversight. He had offered to go ahead and include this extra area without charging extra above the accepted bid amount since the oversight was his fault.

Charmaine said before they agreed to anything she would need to leave the decision up to the commissioners, so she presented a couple of options; one would be for the Port to pay just for the material and labor at a cost of \$775, the second option would be to pay what this section would have been bid at including his profit for \$1,035.

Keith: Did we have a budgeted amount for this job? The budget was included with several maintenance items that need to be done, not just this project, so there is more than enough in the budget to cover this.

Steve: If he was willing to do this for nothing I can see covering his labor and materials, although he is entitled to make a profit, technically he did bid around \$2900 to do the whole job.

There was more discussion as to how this came to light, and what Mr. Bishop had offered to do to make it right.

- ✓ Commissioner Clemens made a motion to remit the amount of \$775 for the North Parking lot resurface and striping, 2nd by Commissioner Tymchuk.

Keith requested before the vote happened, he wanted to ask for advice from the Port Manager. Charmaine: I would like to pay him for his profit. He was cordial and he did the job including this extra area without complaint.

Dennis: The difference is \$200 on a \$4,000 debt.

Keith: Are we going to use him again?

Steve: More than likely. He is the person that covers the coast.

Keith: I want to reconsider, if we're going to get him on another bid and we are talking about \$260, and down the line we may work with the guy again I think maybe we are better off paying for it now rather than paying for it later.

Dennis: How was the quality of the job? When I walked in it looked pretty reasonable.

Charmaine: It looks really good.

Keith: If you want to withdraw your motion I would second a motion for the full amount.

Dennis: I will do that.

- ✓ Commissioner Clemens made a motion to remit the amount of \$1,035 for the North Parking lot resurface and striping, 2nd by Commissioner Tymchuk, motion passed by unanimous vote.

REPORTS:

PORT MANAGER'S REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$634.41 for the Month of August 2013.

- The fork lift has needed some maintenance work; the charging system gave out while the Ossian and several other boats were unloading several thousand pounds of tuna. We had Tractor Services mechanic go out and fix it. The fishermen were able to work around the work that had to be done.
- The metal plates from the foot rest area were rusting out. Larry took it over the Reedsport Machine and Fabrication where they welded it back together. \$35.50

- Last Wednesday Larry noticed that both rear tires were going flat on the forklift. We contacted Les Schwab to go out and take a look at them. They advised we needed new rear tires. We last put new ones on in August 2011. Preston with Les Schwab said 2 years on a folk lift is standard. I asked about foam filled tires, which we have on the front. After consulting our repair history, he said he couldn't recommend the much higher price for foam filled tires since we have only had them fix one flat in the 2 years. I had them replace both rear tires instead of trying to fix leaks and hole from a nail at a cost of: \$141.46. He also had checked the history of those tires and there has only been one flat because of a nail.

Marine Surveyors performed the annual inspection/certification on the hoist. The report was good. Mr. Billstein also provided signage that posts the weight limits at the different positions of the hoist arm. Karen placed it on the control box so it is very visible.

We received a \$335.60 refund check from SDAO on the 2013-2014 Workers Compensation policy premium contribution. They prorate the contribution based on anticipated payroll and then after the years complete either refund or invoice what is due based on actual payroll.

SWACT and Reedsport Highway 38 Pedestrian Improvements:

At last month's meeting, I reported the Oregon Transportation Commission encouraged the SWACT to highly consider the Roberts Mt climbing lanes project, which would nullify the Reedsport highway 38 project because they are both ODOT projects. After discussion with the ODOT Deputy Director, ODOT staff is very confident that the OTC is willing to entertain approving up to \$2 million to complete the funding necessary for the I-5 Roberts Mt Truck Climbing Lane project. If the additional funding is approved, all projects on the SWACT high priority list will be funded. That includes the Reedsport project. The 7 projects representing the 100% funding of \$12,262,000 was approved for recommendation to the OTC for funding. These projects are slated for the 2016-2018 construction, if confirmed by the OTC. The city offered to add the 10.27% match for the project even though it is an ODOT project. If they are able to get the 2 million they might be able to use some of that for our project.

I will be having Levi Allan of Mr. Mom's Green Cleaning pressure wash the outside of the buildings and then clean the outside windows. This is all part of the capital facilities plan. He will do the work Thursday the 19th. We agreed on a price of \$380.00 for the pressure washing and \$50.00 for the windows.

You've probably heard that the Yaquina will be here to dredge 9 days this month. Not sure which days but my report from Kate Groth of ACOE said probably this week if weather permits. The state and ACOE were able to come to terms on the Federal Government being able to accept other funds for federal projects. The state provided between 3 and 5 million, depending on which report you read. The Siuslaw, Umpqua and Port Orford are first on the list for this fall.

SALMON HARBOR MANAGER:

No report

COMMISSIONERS:

Keith: Had a brief interview today about dredging and that a lot of it comes from the efforts of the Coastal Caucus. We are very proud of that effort.

The commission now went into executive session at 7:32 p.m.

EXECUTIVE SESSION:

Pursuant to ORS 192.660 (2) (e) Regarding Real Property Transactions

The commission came out of Executive Session at 7:50 p.m.

Steve reported that staff and counsel are advised as per a consensus of the Commissioners reached in Executive Session.

The meeting was adjourned at 7:52 p.m.

The next Port of Umpqua Regular Meeting will be held October 16, 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