

## **Port of Umpqua**

Regular Meeting Minutes  
Wednesday, February 19, 2014 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

### **Commissioners Not Present:**

Treasurer Donna Train  
Asst. Secretary Dennis Clemens

### **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 were two business items added to the agenda. Item #4 - South Coast Ports Coalition IGA: ratify Port Manager signature and Item #5 – OBDD & OSMB grant application.

### **APPROVAL OF MINUTES:**

The draft version of the minutes for January 15, 2014 was presented for approval.

Commissioner Tymchuk made a motion, 2<sup>nd</sup> by Commissioner Nelson to approve the minutes as presented. Motion passed by unanimous vote.

### **APPROVAL OF BILLS:**

Earlier in the month while signing checks Steve Reese asked if Mr. Mom's cleaning had quoted the \$226 or had he just billed that amount. I explained he had made a bid on the job before cleaning. He also asked about the check for S.T.E.P. dues, he thought we had already paid that. It had been a business item but the check had not been made out yet and that was what that check was for.

At the meeting there were no questions from the Commissioners while signing the checks.

Commissioner Nelson moved to approve payment of checks in the amount of \$3934.35 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Tymchuk. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

There was none.

**REGULAR BUSINESS:**

**1. Pacific Coast Congress Annual Membership**

Charmaine said she finds this group very helpful. Keith said that was exactly what he was going to ask. If the Port Manager finds them helpful he would so move.

- ✓ Commissioner Tymchuck then 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 2014 calendar year to be paid from the General Fund, 2<sup>nd</sup> by Commissioner Nelson. Motion passed by unanimous vote.

**2. Special Districts Property/Casualty Insurance Program changes**

In the past Charmaine has talked about a best practices questionnaire she fills out that has three parts. Many items on these questionnaires apply to us and we get a specific amount of credits that go toward a refund and a special discount for our casualty/property insurance. This year they are doing the same thing but have added a few other things. One reason for the extra items is that they are really pushing for boards to be more involved in training and in knowing what their roles and responsibilities are. This is geared toward encouraging the boards not to step beyond what they are insured for.

Barry: The only thing he could see was Board Training, which every commissioner has to do, and the other requirement only one person has to volunteer to go to; the rest we have covered.

Generally Barry attends the Special District Annual Conference.

Keith: What does the 10 % general discount on the general liability amount to? We just got a refund for \$1,291.00, we get that, and we get the 5% discount. The discount is in the form of getting a check back if you don't have a lot of claims. However you also get the guarantee that says any increase won't go above 5%. So there are several ways of getting the discounts.

Keith asked when we needed to submit the form. By November. Barry wanted to know if we could ask for the five videos, we already have some that were provided. They are time consuming, but not difficult, and watching the videos would count.

Steve wanted to know if the duties and responsibilities were on paper, yes it is. It was also updated when we signed the Intergovernmental Agreement with the state as part of that IGA and their governances and policies. Charmaine sent that to Special Districts to see if it would meet that requirement, and they approved it, and now that it's on file that we have that.

Steve wanted to know if we belonged to the Oregon Public Ports Association, and if there were any other associations we needed to join. Charmaine pointed out that PCC wasn't listed on there, but the associations SDAO lists have an association with Special Districts.

Barry: Which of the DVD's do we have, and if we had a way to watch them. Charmaine said she wasn't sure exactly which ones we do have, but she would look, and see what we had.

No motion was requested for this item.

### **3. Docks Inspections, continued**

In the information provided it was indicated we hadn't heard back from Jim Stone with NorWest Engineering yet about an alternative proposal. He has since called and said he could do a one day visual on each dock. The thing he finds most crucial for the Umpqua River Dock is the seawall at the back and he could look at that at low tide. His concern is in order to help us do a 5 year maintenance plan for the dock. This would be with no load rating or underwater assessment, he estimated he could do it for about \$10,000.

OBEC wrote up a proposal, portions of which were included in the meeting packets.

Steve pointed out that NorWest quoted a price of \$10,000 and four years ago the price he gave us was \$5,100 so what had changed between 2010 and now. If it was during the time they were working on the culverts, then Charmaine pointed out that they were already here and they could've given her a deal at that time.

Steve: He'd read in the Appledore Engineering document about the designs and service life of docks in general; he wanted to know if Charmaine could get designs and specifications from NorWest Engineering when the dock was remodeled in 1996 before NorWest Engineering did an inspection. Charmaine said she does have the as build plans, but as far as the remodel, she didn't know if there was anything on that. She said she would ask them. He said he just wanted to see if it's held up over time.

Keith: One of the things he read in that same document from Appledore, on the back of page 407 "the scope of routine inspections typically includes 100% level 1, 10% level 2 and 5% level 3." He said what he was reading into that was that they suggested at the time that every year the 100% level 1 and then every 10 years you do a level 2, or every ten times you get a level 1 you get a level 2. They are talking about percentage. Charmaine asked where you see a level 1 every year. Keith said it doesn't say that, it says 100% level, routine inspections typically include 100% level 1 and 10% level 2, that's what I'm trying to figure out. Charmaine read the document this inspection is performed at a periodic interval based on the condition of the facility, the type of material the facility is constructed from and the severity of the environment. The schedule of how often that is done is based on those things.

Keith: How do you do a 10% of a level 2? Charmaine said she didn't know. Steve said if we were subject to a lot of flood events it would precipitate more inspections.

Keith went back over the numbers that had been quoted.

Steve: If we choose so, could we get official quotes for level 1 inspections from NorWest and OBEC. Yes, and if that is the direction the board would like Charmaine to go, she asked if they would like an official quote from a third firm? Initially she had requested 4 proposals, it had been suggested to get at least 3. One company chose not to bid, because they would have to travel from Vancouver, and since there were closer companies he decided to not bid.

Barry: Why we are doing this. I don't see a problem so far that requires that this needs to be done. He felt it could be put off for a year and see if any problems come up in that year. He said he just couldn't see a point in

doing this if there hasn't been a complaint from anyone that there is an issue. He mentioned Fred Wahl is using heavy equipment out there and hasn't said anything about any issues.

Charmaine said just to give a little history, NorWest brought this up when we were working on the providence creek culvert after she first started. They built the dock and they recommended that they inspect it every few years.

Keith said for right now, one thing he liked was that Special Districts said it is not a requirement, we don't know of any reported issues from Fred Wahl. He didn't see any harm in getting a bid for a level 1 inspection. He did add though that he wasn't sure for a level 1 inspection that Paul from Salmon Harbor couldn't go look at it at low tide and say how it looks. Paul said that is exactly what engineers are going to do, take a look at it, tap it to make sure the pilings aren't getting thin or getting worn, they will look for cracks along it, they will look at the conduits and drains holes. Unless they see something that is tweaked, bent or exposes a problem where they think it needs to be fixed that is what it's going to be.

Charmaine said that she did call Fred Wahl and Kim said there have been no reports of any problems and they always report if there is a problem.

Steve said he thought they should put this on the back burner for now. Keith added there is no loss if they don't have it done, and they are insured if something does happen.

Jonathan: How do they do their facilities plan? When doing capital improvements they have to have experts tell them what the useful life is of something so they can anticipate its replacement. Barry said that is something that will never be done, that dock will never ever be replaced. Just to get permission would cost a million dollars.

Jonathan: Is there a replacement fund for it? Charmaine said there is a dock fund for maintenance and repair. He added without doing maintenance or inspections then you have to anticipate replacing it at some point, correct? Paul added: or you get to the point where if you see something, you have them go and evaluate it and then you can figure out a project that can be done to fix it.

Paul: The first thing that is going to fail is that cement floating dock in front of the dock. Charmaine pointed out that wasn't a part of this inspection project at all.

Keith said he was good either way, he didn't mind going out to bid on a project for level 1 or level 2, at some point we have an investment that we need to look after and that is to do an evaluation of the condition of the dock. Whether we do that now or not, he said he didn't care, but we can't just not do it ever.

Steve suggested to make it a budget item for an inspection in the next budget.

Barry: Let's discuss it when it comes up next time and get Fred Wahl a little more interested in having one of his guys look at it.

Charmaine said it can be a budget item, but it already is, because it would come out of the dock reserve fund. Right now we have \$172,000 in the dock fund. All Fred Wahl moorage fees goes directly to that fund.

Steve said there was a consensus to table it for now.

Keith recommended that for an X amount of months we take the moorage fees and put them into a dedicated fund within the dock fund. We have \$172,000 in there now. How much of that do we use in a year? Charmaine has not spent out of it since she has been here.

Charmaine confirmed what she was hearing was that this could be an internal type plan, and we will just continue adding the moorage fees to that fund and when it increases by whatever amount we think the level 1 inspection will cost we will entertain the thought again at that time. Steve said that could be part of the facilities plan. The commissioners agreed they liked that plan. Barry reaffirmed he didn't want to spend the money for an inspection unless there is a problem.

#### **4. South Coast Ports Coalition IGA: ratify Port Manager signature**

The South Coast Ports was requested by the Governor and Coastal Caucus for some indication that they were all working together and not against each other as has happened in the past. They got an engineer that was working with the Port of Brookings and he has been working on this. It has gone through quite a few changes. They all met again a few weeks ago and Mr. Griffin from the state was there. It was reported that Representative Caddy McKeown has requested to get this quickly so it is done in time for the legislative session because the governor wants to see it, so the Port of Siuslaw Port Manager offered to get it together. This is what they came up with and the signatures were needed before the board met. Our Port President was out of the country so Vice President Tymchuk authorized her to sign it. Now she is asking the board to ratify the IGA after the fact if it met their approval.

✓ Commissioner Nelson made a motion to ratify the IGA between the South Coast Ports Coalition confirming the Ports commitment to work together for the benefit of each port and approve the Port Managers signature on the IGA, 2<sup>nd</sup> by Commissioner Tymchuk. Motion passed by unanimous vote.

After the motion Steve said he had read in the information about ports providing equipment, he asked who had any type of dredging equipment. At this point the Port of Brookings has some that they received when they had the Tsunami, and from another situation. Several of the ports are actually buying dredging equipment. Port of Humboldt Bay, CA has an RFP out to purchase dredging equipment. Ron Lewis is working for West Coast Contractors who have bought a submersible suction dredge and they are doing dredging under the NOAA docks for the Port of Newport. This equipment is for in harbor dredging and not for dredging the channels.

#### **5. Oregon Business Development Department and Oregon State Marine Board application for grant funds to assist in obtaining dredging permit**

Salmon Harbor's dredging permits expired within the last couple of years and they plan to apply for this grant. At first it wasn't clear if they would have to apply for it through The Port of Umpqua, but Linda spoke to her contact at the Marine Board, and Charmaine spoke with Dave Harlan, and they were able to confirm this is not Port money; it's actually from the governor's strategic fund and therefore can be applied for directly by Salmon Harbor. The Port will do whatever they can to back them, but this business item was to let the board know what was happening.

Paul added that they will actually be able to get the money through the Oregon State Marine Board. Charmaine said it's supplied by the governor's strategic funds through the infrastructure finance authority but it's being administered by the Marine Board.

Keith asked how many ports were there on the South Coast, there is 23 but not all of them will be applying for this. There is a \$30,000 max and if they receive that then Salmon Harbor will have to contribute a percentage. They are already working on it.

Keith: Complimented the Coastal Caucus along with Senator Johnson and our two representatives for their work to get dredging. This kind of joint effort has never been done before but was badly needed because there is not going to be that federal support coming down the pipe that was there before. He recognized it's been frustrating but in the end there has been some great work done.

Charmaine: To add to that to get the federal government to take funds from some other entity, which actually has to go through the state, but that is historic as well, and has broken the barrier that that can happen as well.

Steve: Like your saying about the Coastal Caucus, we have never had this voice before and it's a very strong voice.

## **REPORTS:**

### **PORT MANAGER'S REPORT:**

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$7,542.29 for the Month of January. No fork lift repairs to report this month.

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Our new Tables and chairs will be shipped by Friday, and will be here next week. Will need assistance in bringing them into the building. Ask Keith about community service hours for seniors. Will need to declare the old table and chairs as surplus property.

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Noticed the eastern most window of the Annex building is broken, contacted Randy Schafer to get on price on replacing it.

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Susan Morgan,

I sent the announcement out that Susan Morgan has been nominated to the Oregon Transportation Commission replacing Mary Olsen. If approved Susan will not be serving on the SWACT but assures me she will remain very involved.

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Working on 2014-2015 budget. If you have projects or have an idea I need to include in the budget, please let me know right away.

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Steve: Did you ever hear back from Norm? Yes, and he is still waiting to hear back from someone. It's not listed right now and no one is responding to any inquiries.

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### **SALMON HARBOR MANAGER:**

Paul: They are also working on the budget at Salmon Harbor and the Salmon Harbor Management Committee will get together next Tuesday to work on some line items and different ideas.

Projects completed so far: They just finished the picnic table recycle project, with all the tables they were able to do, and they qualify for an additional 53 sites from the state RV funds. The material they put on them is really good stuff, and he recommended it for any projects on anything rusty, this fills it in. They anticipate the additional revenue they will receive from the state RV funds, and the extra rates they will now be able to charge for the extra table and fire pits will give them about \$30,000.

Now the guys are working on rebuilding dock 1, and they are trying the new system of not having the guards come. Bob Huebner is coming in early every morning and driving up in a county truck, which allows them to get one inmate for \$7/day and they can fit four in the truck with him, versus the \$500 per day they were paying when the guard came down with the van.

They have worked on the dock 9 working days and they have about 300 feet done on the south side, everything is cut and notched for the north side, and it's all been set to cover the new wood.

At the last Salmon Harbor Management Committee meeting they approved their new POS cash systems for the marina fuel station and upland station. Basically in the past Salmon Harbor's system required writing hand receipts and it's been that way for 12 years, its very time consuming and there were mistakes that were being made. The problem was they couldn't find a cash register that would work with those pump. With this new system they won't have to buy new pumps, which will save about them \$40,000.

They recently purchased a new light system for the Marine Activity Center that allows for customized lighting for individuals renting the MAC.

There is a Travel Oregon grant available right now. They start at \$2,500 and can go up to \$20,000 and it's basically to help communities to encourage people to come to Oregon. One idea he thought it could be used for is the outdated billboard in Winchester Bay to be renovated. There are other things it can be used for as well. He has talked to Jonathan for ideas he may have.

#### **COMMISSIONERS:**

**Keith:** He attended the ODF&W meeting here in town and it was very well attended. He was complimentary of everyone that was there. From his perspective the bulk of concern from those here locally was about the chinook fishing in the fall. He said he'd learned a couple of things. His assumption before this meeting was that the bulk of the chinook caught in the fall were S.T.E.P. fish, and that is not the case. More than 90% caught out here are wild fish.

It appears that the state is intending to go to a three tiered system for fall chinook fisheries which would include wild fish. 25% of the years where they predict better than normal runs people would be allowed 2 fish per day and 20 fish for the season as it stands now. About 60% of the time when they predict normal runs they would allow people 2 wild fish per day and 10 per season. 15% of the time when they predict much smaller runs it would be 1 fish per day, and 5 fish per year. Surprisingly no one seemed to have a problem with that.

There was discussion about the possibilities and the history of the fishing limits, and a meeting that had previously been held in Roseburg.

It was recently reported that Principal Power has received their FERC permit to do offshore power with wind off of Coos Bay. They still have some hoops to jump through but they are headed in the right direction. Steve asked where they would be bringing their lines on shore, and that has yet to be determined.

Barry said the complaint they have had is when they first came and spoke to them they promised they were going to try to make all of the stuff locally and now it looks like it might be brought in from someplace else.

Keith said something else he has been thinking about, and since Paul and Jonathan were present he wanted to bring it up. He talked about the deal that Salmon Harbor RV Park had made in conjunction with the recent

Confluence, where if folks bought tickets to the Confluence and one night at the RV Park they would get a second night free, and Keith asked if anyone else felt there was a need for a community events manager for these types of events. The city does events, the chamber does events, and Winchester Bay Merchants do events and in each case they do a pretty good job with committees and volunteers, but he wondered if there would be a way if a variety of groups could pool resources for an events manager.

Paul mentioned that Joe Mervis used to do that, but that was for the chamber. Steve said when they hired him he was supposed to be a community coordinator. Keith said that was paid for by the chamber, he was thinking of someone like that who would be paid for by a variety of groups. He pointed out that to make that happen they would have to show some advantage to it. He just wanted to see what others thought.

Jonathan: As far as the city is concerned, he wasn't sure if they had enough events to justify it. He said maybe a promotions person would be good to help promote what is going on in the city, but he wasn't sure about an events coordinator. He said he could see it would be an advantage for the chamber watching the different committees and how hard they work to get these things put together.

Keith: Hadn't thought about promotions, but that would part of the process, certainly to be involved in the promotions of any events.

Paul: Something he had noticed at Confluence was that Forest Hills golf course had a vendor tent there. He went and spoke with them for a while because he has always wanted to put some kind of golf promotion together with the RV Resort. The big thing right now is that the people that stay at the RV Resort don't know about the golf course, so he was hoping that they would be willing to let anyone that stays at the RV Resort be able to get a buy one, get one free deal at the golf course. Once they see how nice it is, they will continue to go there when they stay here.

Deb Yates gave an update on how things are going on at S.T.E.P.

The next Port of Umpqua Regular Meeting will be held March 19, 2014 at 7:00 p.m. at the Port of Umpqua Annex building, 1841 Winchester Ave., Reedsport, Oregon 97467.

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Steve Reese, President

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Karen Halstead, Admin. Assistant