

Port of Umpqua

Regular Meeting Minutes
Wednesday, July 23, 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
Treasurer Donna Train

Commissioners Not Present:

Asst. Secretary Dennis Clemens
Secretary Barry Nelson

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:

Steve added item #6 – Consideration of something commemorating County Commissioner Doug Robertson’s retirement. With that addition the agenda was approved.

APPROVAL OF MINUTES:

A draft version of the meeting minutes for June 18, 2014 was presented for approval.

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

APPROVAL OF BILLS:

Commissioner questions regarding bills/procedures at the first of the month:

7/8/14:

Steve stopped by and we were talking about fish tickets and the information that is on them. He asked how we use them in our billing procedures so we went over how we create the invoices based on the information that is on a fish ticket, and then he looked at an actual invoice to see how the end product (invoice) looked.

Commissioner questions regarding bills at the meeting:

Steve asked if the amount of the PUD bill was about what it historically runs. Yes, it's about average.

Commissioner Tymchuk moved to approve payment of checks in the amount of \$5,819.64 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. Election of Officers for the 2014-2015 Fiscal Year:

Steve said he didn't feel that each position needed to be voted on individually.

Commissioner Tymchuk made a motion that the Port officers retain the same positions that they had during the 2013-2014 fiscal year through 2014-2015, 2nd by Commissioner Train. Motion was passed by unanimous vote.

There was some discussion on how many absences Commissioner Clemens has had, and Steve pointed out it makes it hard sometimes for there to be a quorum by having 5 Commissioners on the board and one missing several meetings.

2. Committees and Appointments:

Charmaine pointed out that Commissioner Train had requested that the Salmon Harbor Management Committee Representative be added to this list, this has been done. It was questioned if Wave Energy should be removed from the list, and it was decided not to at this time as there is still wave energy projects happening on the coast in Camp Rilea and Newport.

Commissioner Tymchuk made a motion that each Commissioner retain their committee appointments from 2013-2014 through Fiscal Year 2014-2015, 2nd by Commissioner Train. Motion was passed by unanimous vote.

3. Ratify President's Signature on HVAC project contract:

Charmaine explained that when the Commission approved Chambers Plumbing & Heating, LLC to do the HVAC replacement project at last month's meeting there wasn't a

contract ready at that time. There is now, and it's been approved by Port legal counsel and now we need to ratify the President's signature on that contract.

Commissioner Train made a motion to ratify the contract terms and the Board President's execution of the contract with Chambers Plumbing and Heating, LLC in the amount of \$39,992, 2nd by Commissioner Tymchuk. Motion was passed by unanimous vote.

4. Lower Umpqua Economic Forum – Fred Jacquot:

Fred made a presentation to the Port Commission giving a year-end report on the Lower Umpqua Economic Development Forum. He explained that LUEDF is an all-volunteer group dedicated to fostering economic development in the Winchester Bay, Reedsport, Gardiner, Lower Smith and Umpqua River areas. This is done by supporting infrastructure improvements, education and support service enhancements to commercial, industrial and tourism based economic development.

Fred reported on what LUEDF has accomplished in this past year to help local groups such as Friends of Reedsport's Hinsdale Gardens, The Reedsport Farmer's Market and the Main Street Program. The Forum has also developed some strategic partnerships with the Umpqua Economic Development Partnership in Roseburg, and with the South Coast Development Council in Coos Bay. The goal this next year is to continue with these formal strategic partnerships with those organizations to market the available industrial properties here in our area.

LUEDF is approaching the end of the 2013-2014 fiscal year at the end of September. The last couple of years they have not requested renewals from the members. Now they are formally reorganizing their efforts to bring the members back into the group. Fred then presented a letter requesting renewal from The Port. He also asked for feedback on what services LUEDF could provide to The Port or through their partnerships.

Steve said that the best way they could help The Port is to inform people that this community is alive, and to encourage them to stop when they come through. Fred said one of the projects in the upcoming year was going to be a community marketing effort, specifically for the Jordan Cove workforce. This will also create the opportunity to develop the marketing strategy and materials that could also be used to promote the area elsewhere.

Keith brought up a meeting he had coordinated with the Jordan Cove representatives. The outcome from that meeting is that there needs to be a community marketing effort to market to the trade groups. He hopes that there can be another meeting coordinated with the school district, the city, the port, and the hospital as well as other various groups to see if they can all contribute to a fund that will allow for professional marketing of our area.

Fred added that while he has been doing some research on what those costs might be it occurred to him that Travel Oregon might be a strong opportunity to provide some

assistance. His goal is to have some costs figured out before that meeting with all of the groups.

Fred thanked the Port for the opportunity to speak to them, his goal is to come to a regular port meeting on a quarterly basis. In the meantime Steve is the LUEDF board secretary and Charmaine attends all of the meetings to so they can report what is happening with LUEDF as well.

Commissioner Train made a motion to approve the \$100 renewal membership for the Lower Umpqua Economic Development Forum, 2nd by Commissioner Tymchuk. Motion was passed by unanimous vote.

After the vote Keith asked Fred when he thought would be a good time for the meeting of the community groups. Fred said Keith would be better fit to decide on that date based on his schedule. Fred is working to get the background information on concepts so he will be ready when Keith is. They are going to try to get it scheduled for after Labor Day.

5. Partnership for Umpqua Rivers annual membership dues:

Commissioner Train made a motion to approve payment of dues to the Partnership for the Umpqua Rivers for the Fiscal year 2014-2015 in the amount of \$100.00 to be paid from the General Fund, 2nd by Commissioner Tymchuk. Motion was passed by unanimous vote.

6. Port do something commemorating the retirement of Douglas County Commissioner Doug Robertson to thank him for his service:

Douglas County Commissioner Robertson will be retiring at the end of July. He has been very instrumental in Douglas County, western Douglas County specifically. He was a big supporter for Salmon Harbor, Master Heights and with American Bridge by convincing the County to buy the island and then what transpired after American Bridge committed. Something should come from The Port thanking him for all he has done. He has been one of the biggest allies this county has had for the last two decades. It was decided to give him a letter and a plaque.

Commissioner Train made a motion to a budget of \$250 or less for a plaque for Doug Robertson, and to have Charmaine draft a letter as well, 2nd by Commissioner Tymchuk. Motion was passed by unanimous vote.

REPORTS:

STAFF REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$460.36 for the Month of June. Bob Billstein with Marine Surveyors completed the annual hoist inspection today, said everything looks good.

The YAQUINA worked the Umpqua bar this July for 2.78 days, and they removed 55,252 Cubic Yards. Kate said it was very productive so far. The YAQUINA will be back in September to complete their time and clean up the bar/channel prior to winter. The Clamshell contractor should be in Winchester Bay around August 4 to work the Salmon Harbor access channels.

We received notice that our Lease Agreement with the Department of State Lands for the submerged waterway under the Port dock on the Umpqua River is expiring in October of this year. The current lease was a 20 year term. According to State law, we need to apply for a new lease as opposed to extending or renewing the current lease. I am working with Jim Grimes with the Department of State Lands to complete the application. He thinks the cost will be \$375.00 since the conditions of the lease has not changed from the original lease application. A new lease price is \$750.00. The only difference in the application is at the time of the original the Port owned the adjoining land and it was being leased to Fred, now Fred owns that land.

Special Districts informed us in January that they were changing the way Districts obtained credits toward our property/casualty insurance rates. Previously, I completed a best practices checklist and depending on how many points we received for meeting best practices standards, we received between 7-9% discounts on our premiums. They have changed how the credit amount is determined. Now it is based on five opportunities that offer a 2% discount each toward the contribution credit total of 10%. One of the ‘opportunities’ is for the board to complete approved board training within the policy year. Approved training includes attending regional board training seminars, the annual conference sessions or watching board training videos, which I have here. Steve and I viewed an Ethics online training session which I have been assured also counts toward training. If you want to take a DVD home to watch, you can take it now and return it so others can watch it. Or, we can set up an evening session here where you can all view one at the same time. A certificate signed by the board President verifying completion of training by the board will be submitted after the training is complete. All of this must be done by November 15th to receive the credits.

Other opportunities to receive a 2% credit each are:

- ✓ Online Training, we are meeting this requirement at our monthly safety meetings.
- ✓ Affiliate Organizations, we belong to OPPA.
- ✓ Best Practices Checklist, I am working on the checklist now. The board will need to review the completed checklist and submit a signed form certifying that it has been reviewed by the district board.
- ✓ Adopt a Board Member Duties and Responsibilities Policy, which we did as part of the Intergovernmental Agreement with IFA.

One of the best practices questions is ‘was each board member provided copies of ORS 198; pertaining Special Districts in Oregon and ORS 777 regulating Ports?’ As well as the Oregon Government Ethics Law Guide for Public Officials. You have now been provided these documents.

Some districts do not comply with these ‘opportunities’ and just do not receive the credits.

Chambers Plumbing and Heating has ordered the HVAC equipment and will schedule installation when they know when the equipment will be ready.

SALMON HARBOR MANAGER:

Paul attended a Commissioners meeting out of town, so Donna gave the report.

Charter TV has made some changes recently that prompted Salmon Harbor to look into doing service with Dish TV. One of the changes Charter had said they'd need to make would require each RV space to have individual boxes for their service. Once they found out Salmon Harbor was checking into another provider they have now decided that individual boxes are not needed; service can come from a control area and they've offered to waive a fee that would have ran between \$14,000 to \$17,000. They have also agreed to sign a 5 year agreement with Salmon Harbor/Douglas County which in the past they would not agree to do in all of the years they've been providing service there. Service should be available to the RV customers very soon.

There has been an increase in the amount of folks coming to stay at the RV Park. In preparation for DuneFest they have had the Shutter Creek crews out there working to get everything ready.

There have been a lot of complaints about the lack of shaved ice not being available for the fishermen in Salmon Harbor. Paul has been looking into getting a small machine that would be capable of providing 3 totes of shaved ice a day, and is working on the logistics of having The Port and Salmon Harbor work together to have someone available, possibly on call when needed for a customer. He has contacted Charmaine and she told him if he does come up with something The Port would definitely entertain partnering with them. This would only be for the sport fishermen.

There was more discussion about the hassles of trying to provide shaved ice to fishermen, and Charmaine added that someone with the PCC group asked about it, and there were a lot of responses from the group which is Ports from all over that it is just not feasible or something you want to even try, because you can't sell enough ice to support the operation, and if your machine does break down it's a huge hassle.

COMMISSIONERS:

Keith: He has been asked to serve on the committee that will review the applications for the interim County Commissioner to take Doug Robertson's place until the next election.

He has recently been involved in several different projects that have focused on jobs, entrepreneurship and job training in the area. The Regional Solutions group was asked to select a priority project for the south coast in the hopes that in the next legislative session there will be some monies allocated to the 11 Regional Solutions groups. The group Keith is a part of has decided that job training will be the focus in this area if those dollars do come through the legislative session. This is a necessity for the south coast which will include Reedsport south to the California border.

On a related topic, last month he attended a meeting in Roseburg with the Governor and the First Lady as well as various state agencies and along with discussing health care, the other topic was about job training. The goal is to help people in the area match up with the good jobs available.

Last week he was in a meeting setup by Business Oregon and the topic was entrepreneurship on the south coast. Business Oregon has done an excellent job finding the barriers that make it difficult for entrepreneurs to be successful on the south coast. One of the tasks resulting from that meeting was to identify entrepreneurs within each community who would agree to be part of a survey sponsored by Business Oregon on what are the steps the state might take to help them. He asked if anyone knew of any entrepreneurs within our community that have gone beyond just business creation, who are actually moving into the area of employing others for their business. There were different businesses mentioned, including the folks using the Knife River property, the Defeat Brewery, Northwest Landscaping, and the machine shop on Gardiner Rd.

Donna: The Urban Renewal board approved a donation of up to \$25,000 to help pay for the R.A.R.E. student that will be working on the Main Street Program. Fred added that so far they have commitments for \$2,000 from the Ford Family Foundation, \$1,000 from Reedsport Rotary and \$1,000 commitment from CDABA.

Donna said she's been on the Urban Renewal board since it started and she is very happy with the projects that they have taken on. If anyone else were to want to join them, it's very rewarding, and the funds are growing; she feels it's a huge responsibility when a project is brought to their attention, and how to service the community with those funds.

Keith announced that tomorrow night at 7 p.m. will be a community meeting with various state and federal agencies about levy certification, and the city's needs in that regard. The levy certification has to be done in this community because it's going to cost landowners downtown significant amounts.

The Port of Umpqua meeting was adjourned at 7:57 p.m.

The next Port of Umpqua Regular Meeting will be held August 20, 2014 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