Port of Umpqua

Regular Meeting Minutes
Wednesday, August 20, 2014 at 7 p.m.
Port of Umpqua Annex
1841 Winchester Ave
Reedsport, OR

THESE MINUTES ARE FINAL and APPROVED.

Commissioners Present:

Secretary Barry Nelson
Treasurer Donna Train
Asst. Secretary Dennis Clemens

Commissioners Not Present:

President Steve Reese
Vice President Keith Tymchuk

Port Staff Present:

Port Manager Charmaine Vitek
Administrative Assistant Karen Halstead

Proceedings:

The meeting was called to order at 7 p.m. by Secretary Barry Nelson.

APPROVAL OF AGENDA:

There was one addition to the agenda. Item #4 – Install Security Cameras at WB Dock and Apply for SDAO Grant. With this one addition Commissioner Train made a motion to approve the agenda, 2nd by Commissioner Clemens. Motion passed by unanimous vote.

APPROVAL OF MINUTES:

The draft version of the minutes for the regular meeting on July 23rd was presented for approval.

Commissioner Train 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 at the first of the month:
7/31/14: Commissioner Clemens asked how we use the Balance Sheet and the Check Approval Lists when we write the checks. I (Karen Halstead) explained how we print a Balance Sheet before writing checks, and then another after, subtracting the second from the first and that it needs to equal the exact dollar amount of the checks written that day. The Check Approval List is very similar. It should only show the checks written that day, and the total should equal the amount of the checks written that day.

Commissioner questions regarding bills at the meeting:
Commissioner Train asked who Oregon Coast Technology was. They are the folks that do all of our Internet Services, including our offsite backups.

Commissioner Train moved to approve payment of checks in the amount of $3,717.35 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. **Approve Lease Application and fee with Department of State Lands**
   The Port of Umpqua recently received an application from the Department of State Lands to renew the lease for the waterway under the Umpqua River Dock. The last lease term was for 20 years, they no longer offer 20 year terms, now the longest is a 15 year term. With the help of Mr. Grimes with DSL, Charmaine has completed the lease paperwork and sent it in. The same maps from the last application could be used, which made the process much simpler. The renewal price is $375. Now that the application has been completed, and we have been told all of the information needed is there, all that is left is a motion for the payment and to authorize the Port Manager to sign the application.

   - ✓ Commissioner Train made a motion to approve the lease application to the Department of State Lands for the waterway lease under the Umpqua River Dock, authorize the Port Manager to sign the lease and approve payment of the application fee of $375, 2nd by Commissioner Clemens. Motion passed by unanimous vote.

2. **Approve payment to Chambers Plumbing and Heating Inc.**
   The HVAC for the Annex was installed last Monday and it's working very well. Chambers and Charmaine have been talking, and Chambers needs to be able to pay Trane for the equipment which they have received, and The Port needs to pay Chambers for this first installation. We need two checks for this. One check will be made out to both Chambers and Trane to cover the equipment and the other check is to cover the Annex installation. At the end of the month we will need another check to cover the remaining balance. They will start on the rest of the systems for the main building next Monday, and the contracts states they will have the project complete by September 3rd.

Barry asked if it would be a problem to pay two parties with one check. It was actually a requirement by Reese Electric and Trane, and was included in the contract which was approved by John Wolf, our legal counsel.

- ✓ Commissioner Clemens made a motion to approve payment to Chambers Plumbing and Heating for replacement of the 7 HVAC unites in the total amount of $39,992 per the contract to be paid from the Operation Reserve Fund, 2nd by Commissioner Train.

  Before the vote, Charmaine clarified that the motion was for the whole amount of the contract, and that was because it will all need to be paid before the end of the month, and before the commission meets again so she included the whole total in the motion. Motion was passed by unanimous vote.

3. OCZMA annual membership dues

Barry is The Port's representative to OCZMA so he gave the report saying everything seems to be moving along well. Charmaine added they are one of the organizations that The Port has been a part of for as long as she has been here.

- ✓ Commissioner Train made a motion to approve the payment of the annual membership dues to the Oregon Coastal Zone Management Association of $500.00 for the fiscal year 2014–2015. To be paid from the General Fund, 2nd by Commissioner Clemens. Motion passed by unanimous vote.

4. Install Security Cameras at WB Dock and Apply for SDAO Grant

This last week The Port received information about SDAO Matching Grants that are available for amounts of up to $3,000 on a $6,000 project. While Charmaine was reading the information she noticed it said these could be used for security and safety. She immediately thought about a meeting when Paul from Salmon Harbor reported that they were installing security cameras and had offered for The Port to participate by adding cameras at the Winchester Bay Port Dock and having them included into their system for monitoring. She contacted Paul and he said that it would still work to add them now, so she then contacted SDAO who said that this type of project is exactly what these grants are for.

Paul explained the cameras and system they have had installed, all of the features they include and how he can monitor it all from his office. He suggested locations where The Port could install them so the area on the Winchester Bay Port Dock could be optimally monitored including the forklift shed.

The deadline for the grant is November 12th, which gives plenty of time to figure out the logistics if approved.

- ✓ Commissioner Train made a motion to approve the purchase and installation of two security cameras at the Winchester Bay Commercial Dock a joint venture with Salmon Harbor not to exceed $2,000 and authorize the Port Manager to submit the SDAO Safety & Security Matching Grant application, 2nd by Commissioner Clemens. Motion passed by unanimous vote.

REPORTS:

STAFF REPORT:
Charmaine reported on some economic development events she has attended lately.

Donna asked if there was any new information on the audio/video equipment that has been discussed in the past. Charmaine gave an update on what she has found out so far in her research.

SALMON HARBOR MANAGER:
Paul had already shared the information he had on the new security cameras earlier in the meeting. He also shared pictures and gave an update on the dredging that has been going on in the west and east basins.

This weekend they will have the Kool Coastal Nights event and this year they are bringing back the "burn-out" contest. Next on their calendar will be the S.T.E.P. Salmon Derby over Labor Day weekend.

COMMISSIONERS:
Barry: Reported it's been an amazing year for commercial salmon fishing all up and down the coast this year, and he received an e-mail from Nancy Fitzpatrick who reported the state has made a million dollars more this year than they did last year.

Deborah Yates gave an update for S.T.E.P. on the blue green algae issues, and a potential new system that may help with the egg issues they have had over the last couple of years.

The meeting was adjourned at 7:58 p.m.

The next Port of Umpqua Regular Meeting will be held September 17, 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 Karen Halstead, Admin. Assistant