

Port of Umpqua

Regular Meeting Minutes
Wednesday, November 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
Treasurer Donna Train
Asst. Secretary Dennis Clemens

Commissioners Not Present:

Vice President Keith Tymchuk
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. President Reese noted that there were enough Commissioners present to form a quorum.

APPROVAL OF AGENDA:

There were no changes to the agenda, it was accepted as presented.

APPROVAL OF MINUTES:

The draft version of the minutes for October 22, 2014 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 Train moved to approve payment of checks in the amount of \$6,033.66 to be paid out of the General Fund, 2nd by Commissioner Clemens. Motion passed by unanimous vote.

PUBLIC COMMENT:

Emesha Jackson – Coordinator for the Main Street Program addressed the Commission. She gave a handout that explained the 2015 City of Reedsport Façade Improvement Program, and an explanation of the application process and guidelines they follow for grants and funding options.

She gave a history of the Main Street Program, which is a commercial district revitalization program. She then gave an update to where they have gotten with the Main Street Program in Reedsport thus far. She also explained the details of their big project which will be the Façade Program. Something a little different from most Main Street Programs is the fact they are going to work on 3 sections of town, downtown, mid-town and uptown.

Emesha said she was approaching the Port of Umpqua to request a donation of \$2,000 to go towards the program, the funds would be used for the uptown area.

Steve asked that she put that request in the form of a letter that the Commission could discuss at a future meeting, and she agreed to provide one.

REGULAR BUSINESS:

1. Marketron Broadcast Solutions LLC lease extension:

Marketron currently rents one office, and they have indicated they would like to renew their annual lease. Charmaine has prepared their extension, legal counsel has reviewed it. It's been provided to Marketron for approval and a signature. No action is required, this item is just for information.

2. Salmon Harbor Management Committee member; Port representative appointment:

The port representative to the Salmon Harbor Management Committee is a 3 year term which expired December 31, 2013. This item is a request is to have the Commission retroactively reappoint a representative to the position from January 1, 2014 to December 31, 2016. Donna has submitted a letter of interest.

Paul said that having Donna on the committee right now, for him as the Harbor Manager, and with some of the committee members that may be leaving, right now she is going to be very beneficial. They also have another employee that is considering leaving in the next year or two and with Donna's support and knowledge of the operation and her background with Salmon Harbor it will really help them move forward when these changes come about.

- ✓ Commissioner Clemens made a motion to reappoint Donna Train for an additional 3 year term as the Port of Umpqua Appointee to the Salmon Harbor Management Committee as directed by the Intergovernmental Agreement between Douglas County and the Port of Umpqua, for the term of January 1, 2014 thru December 31, 2016, 2nd by Commissioner Reese. Motion was passed by unanimous vote.

3. Support Letter for Lower Umpqua Hospital:

Information was provided by Sandra Reese, the Lower Umpqua Hospital Administrator. She has asked several groups in town to support the issue of the Oregon Health Authority transferring western Douglas County from Columbia Pacific CCO to the Trillium Community Plan.

Steve said he felt it was important that the different entities in the area support each other, it helps put a stronger voice out there.

- ✓ Commissioner Train made a motion to approve a letter to the Oregon Health Authority to support Lower Umpqua Hospital's efforts to transfer western Douglas County from Columbia Pacific CCO to the Trillium Community Plan, 2nd by Commissioner Clemens. Motion was passed by unanimous vote.

REPORTS:

STAFF REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$787.68 for the Month of October 2014. The rear tires on the forklift needed to be replaced to be ready for crabbing season, this was done last week.

SCPC had a meeting last week to follow up the one we had in October where the state and federal agencies, OBDD, IFA and the Governor's office were represented. This meeting was just with the Ports, Salmon Harbor and Jeff Griffin, leading this project for the Governors SC Regional Solutions Team. We worked on issues pertaining to the type of dredge necessary to make this work, dredge rotation schedules among the Ports, other equipment we will need, crew training, operational expenses, the status of permitting and discussion around the existing IGA, what we will need to modify or add to it to address cost sharing for these situations.

Ted Fitzgerald of Brookings is working on possible additions to the IGA and Jack Akin with ECM Engineering agreed to work out a timeline, spread sheet depicting where each Port is with permitting, which Ports are at critical need of dredging, who is first, second and so on.

The grant funding provided from the Governors 'reserve' being used to assist in the permitting is due to expire June 2015. It appears some of the permitting process will not be completed by that time. Jeff asked the coalition to write a letter requesting this date be extended. The reason the permitting processes have not been completed has nothing to do with the Ports but agency gridlock.

We also discussed each Ports ability and willingness to budget necessary funding annually so as they come up in the rotation for the equipment use, they will be able to afford the

operations portion of the dredging. All of the Ports agreed they were establishing or had established dredging 'savings' in their budgets.

I have been approached by a local business very interested in leasing the whole middle quad, (Charmaine gave a handout showing the space), the Umpqua Quad. We are in discussions about their needs and how/if we are able to meet them. The issue of rent has not been addressed by the owner yet, I did provide a representative of the company a proposal rate of \$1,314.00 a month for 876 sq. ft. which is \$1.50 per foot. I know they will be making a counter offer however I don't know how much that might be. The board approved a rate card I was able to use so I wouldn't have to come to the board each time for approval. However the whole quad was not an item on that rate card. Each cubical, office and suites were listed but not the quad. I averaged the rates out for the quad, using the prices approved and came up with about \$1.66 per square foot. We know this is high by the feasibility report provided by Marineau and Associates when we purchased the buildings. They noted spaces 600 to 1,000 sq. ft. in size, rent rates could be \$.75 to \$1.20 sq. ft. At \$1.00 sq. ft. this space would rent for \$876.00 per month. Again, we have not discussed the rent yet so I don't know what they will come back with. I believe they will be interested in a longer lease, maybe 5 years, from what I understand.

Since we don't know what their needs are, or how soon they want to move in, we may have to call a special meeting if necessary.

SALMON HARBOR MANAGER:

Paul gave out a handout with 10 pages (included in the On Line pkt). The first discussion was about the building contract for the new registration building. Paul said it's a new company who received the contract, so HGE is looking into them to make sure they will meet their needs. Tomorrow at the Salmon Harbor Management meeting they will get the final report from HGE. The budget was \$150,000.

He showed the stats on how often they have rented the cabins out over the last couple of years. The plan for the old registration building is to make it into one of these rental cabins too. He discussed their future plans on renting the cabins.

Jack Unger Memorial - Frank Barth who has been instrumental in refinishing some of the wood carvings that have been placed around the harbor with a special acid that brightens them, has offered to work on the memorial. There is also a small signage under the memorial with metal plaques that have names on them. Over the years the wood has rotted, and as names were added, different types of metal were used for the tags, so Salmon Harbor is going to request from the Management Committee to replace that lower area, and have new name tags engraved on the same metal. They also plan to dress up the rock base.

He showed a sample of a wine holder has the Salmon Harbor logo on it. They are planning on having more made so they can sell them in their gift shop.

He showed damage that happened yesterday to the gangways on G & H docks. The gangways broke away from the bolts, and now they are leaning. The crew is currently removing a gangway from a dock that had previously been closed and they are going to be able to replace the ramp with this. It'll take some work, but when they are done it should hopefully hold up for years.

S.T.E.P. REPORT:

Deborah reported that they finished their spawning yesterday, finishing off with 6 males and 4 females. They have about 200,000 eggs. They are hoping ODFW will let them keep them. The original plan was to send over 70% of the eggs to Rock Creek Hatchery to be raised until they are fingerlings and then they would get 20% back.

Last June they were at an event and they met Todd Jones from Redd Zone. He had created what is called a MISTER box that's used for hatching. It actually has its own de-chlorinator so it can use city water. He loaned S.T.E.P. a tabletop version of this box. This hatching box has kept 100% of the eggs so far, which is an impressive improvement to the egg loss issue they have had the last couple of years. She explained how it all works. They plan on buying two of the full size systems for next year.

S.T.E.P. will be at the holiday bazaar this year selling memberships and hoping to get more folks involved, they have a great need for more people to join.

COMMISSIONERS:

Donna: Had the Urban Renewal meeting where they learned about the Main Street Program, and got to meet Emesha.

Tomorrow is the Salmon Harbor Management Committee meeting.

The meeting was adjourned at 7:48 p.m.

The next Port of Umpqua Regular Meeting will be held December 17, 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

****Note: THESE ARE QUESTIONS FROM THE COMMISSIONERS WHILE SIGNING CHECKS, BOTH AT THE END OF THE MONTH, AND DURING THE CHECK SIGNING AT THE MEETING:**

10/31/14

Commissioner questions from check signing at end of the month to be included in the November 19, 2014 minutes:

Steve: He asked where the auto direct deposits for the taxes were at. I explained that I had ran the payroll but Charmaine was going to do that part of it when she got back from vacation.

Questions from check signing at the November 19, 2014 meeting:

Dennis: The office space ad is that a monthly or one time billing? Monthly, we are continually putting it in the Umpqua Post.

Dennis: Does the before/after balance sheet need initials like the check approval sheet? No, it's just a re-enforcement of the balancing.

Steve: MODA health, how many months is the check cover? One month.