

Port of Umpqua

Regular Meeting Minutes
Wednesday, January 21, 2015 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
Treasurer Donna Train

Commissioners Not Present:

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 no changes to the agenda. Commissioner Tymchuk made a motion to accept the agenda as presented, 2nd by Commissioner Nelson. Motion was approved by unanimous vote.

APPROVAL OF MINUTES:

The draft version of the meeting minutes for December 17, 2014 was presented for approval.

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

APPROVAL OF BILLS:

Commissioner Nelson moved to approve payment of checks in the amount of \$3,441.90 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. Pacific Coast Congress of Harbormasters and Port Managers annual dues

- ✓ Commissioner Tymchuk 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 2015 calendar year to be paid from the General Fund, 2nd by Commissioner Train. Motion was passed by unanimous vote.

2. STEP annual dues

- ✓ Commissioner Nelson made a motion to approve the annual sponsor membership dues to the Gardiner-Reedsport-Winchester Bay Salmon Trout Enhancement Program in the amount of \$100.00 for 2015, 2nd by Commissioner Tymchuk. Motion was passed by unanimous vote.

3. Grimstad & Associates continuing contract proposal

The contract with Grimstad & Associates expired with the June 30, 2014 audit. Signe has submitted a proposal and letter of recommendation for another 3 years.

Keith: Said he looked to Charmaine and her comfort level with renewing with Signe.
Charmaine: Very comfortable with Signe. Many of the accountants today are no longer doing audits because there is so much change and the regulations have become so cumbersome. Signe is constantly going to classes and educating herself on all of the new regulations. It may not be that easy to find someone who works so well with us. She works very well with the Port, understands our business and it would take a couple of years to get to that level with someone else.

The commissioners were in agreement that she is the best auditor The Port has ever had, she is very straight forward and answers all questions, and they feel she would be the best choice for the position.

- ✓ Commissioner Tymchuk made a motion to extend the contract for the Port of Umpqua Audit services for an additional 3 years through June 30, 2017, approving the price schedule proposal from Grimstad & Associates, 2nd by Commissioner Nelson. Motion was passed by unanimous vote.

4. Appoint Budget Officer

- ✓ Commissioner Tymchuk made a motion to appoint Port Manager Charmaine Vitek as Budget Officer for preparation of the Port of Umpqua Fiscal Year 2015-2016 Budget, 2nd by Commissioner Train. Motion was passed by unanimous vote.

ORS 294.331 Budget Officer: "The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as the budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body."

After this vote Charmaine reminded the Commissioners that what they voted on for the S.T.E.P. program was for the annual membership due and not the donation that is in the budget which is separate from this. They have budgeted \$5,000 to donate to S.T.E.P. this year, but the donation request usually comes up in the spring.

Keith: Requested from Charmaine that when it does come time for the S.T.E.P. donation that she have the S.T.E.P. folks do a presentation on the system they are using to try and remedy the problem they had last year when they suffered the loss of all of their eggs.

REPORTS:

STAFF REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$3,619.68 for the Month of December.

SDAO annual conference: I will be attending the conference in Eugene February 5th thru the 8th. Let me know if you want to attend, the whole conference or just portions. If any of the Commissioners would like to go Charmaine can get them signed up and that would also meet requirements for board training.

I was notified that the Douglas County Industrial Development Board approved my application to the board. Since the Port held a non-voting ex-officio position, they asked if there were another representative of the Port that might fill the ex-officio position. I am not fully understanding of the ordinances however, it seems like if I am representing the Port on the board, an ex-officio doesn't need to represent the Port as well. I will find out if another person from the Western Douglas County area can fill that position. When Donna represented the Port as an ex-officio, citizens at large were on the board.

May 2015 election packets are available, Donna and Barry's terms are expiring June 30, 2015 so they will need to complete the election documents if you want to run again. I emailed them to you but if you want a hard copy, I can get that for you.

Fred Wahl: Fred contracted with OBEC an Environmental Consulting Firm to do the regulatory and permitting for the American Bridge site. They contacted me to inquire about wetland mitigation. I'd mentioned at the pre-permitting meetings that the Port had acreage on Steamboat Island available for wetland mitigation if that was found to be necessary. Department of State Lands want them to mitigate 6/10 of an acre. They could do it on the property by the channel or creek but wanted to know what was available on Steamboat Island.

I contacted Douglas County Planning, this would be in the Douglas County Comprehensive Plan, and they have just updated the wetland mitigation portion in October. I was able to provide OBEC with the information. He then asked me if the Port would want Fred to pay for the mitigation site and the Port take responsibility for the mitigation or allow Fred to use the area and he do the mitigation requirements, whatever they may be. I asked if Fred could pay the Port for the area and he be responsible for the mitigation. He said probably any scenario would work and was trying to ascertain the relationship between the Port and Fred Wahl Marine. I confirmed to him that the Port fully supports this project and will do what we can to assist and I would check with the board about how it was done in the past. Do you remember what the Port did when the Davis development was done and needed mitigation? We both stated we didn't know how to proceed and he will let me know when he knows more about the requirements. Steve asked how many acres did The Port have that could be mitigated, Charmaine said it was about 13. Keith said one thing The Port would need to know is what the going rate was on mitigation on coastal properties.

The Statement of Economic Interest to the State Ethics Commission will be coming out soon. I've provided you the flyer we received with notice and what is new and upcoming. You should be receiving the documents in the mail.

Ray Bucheger requested coastal ports email Representative McKeown a thank you for the letter to the Honorable Jo-Ellen Darcy Assist. Sec. of the Army Civil Works advocating for adequate funding for Oregon Coastal Port dredging. Letter provided for your review. I did send an email of gratitude for the coastal caucus sending the letter. This evening I noticed another e-mail from Ray saying that the Oregon Congressional Delegation also sent a letter.

KDUN, working with John Wolf to add language regarding the satellite dish in the courtyard. Mr. Contreras said he'd like to shoot for the end of February to move in.

SALMON HARBOR MANAGER:

Paul handed out pictures (included with the on-line packet).

He gave a report on the progress of the new registration building and the work being done on the old registration building which will be made into a rental cabin when the new building is ready for use.

They had a ramp break this year in the east basin and they were able to use a ramp from one of the closed docks. They moved it into place and then refurbished the top and replaced all of the wood underneath.

They were having a drainage issue behind Sportsman's Cannery with all of the water pouring off of the sidewalks, so they hired the inmate work crew to work on it and they were able to get that fixed.

Steve: How did the coupon specials work out last fall? After the first of the year Paul had one of the resort girls notice that the coupons were printed that they would expire at the end of 2014. They were able to coordinate with the golf course and are now making new coupons that say they expire at the end of 2015 because the promotion gone over very well.

Donna: Asked about the surveillance cameras. They have been ordered and Paul is working with IT right now. Before they add the new cameras they are going to have to either upgrade their server or put in a new one. The warranty on the old one is about to expire and each camera is taking up space which would require that they upgrade the old server before they could add them. A new server isn't that much more than upgrading the old one, so Paul is working with the Salmon Harbor Management Committee on doing a possible budget adjustment through capital funds to pay for a new server. After they get that in, they will be able to install the new cameras.

COMMISSIONERS:

Keith: Had heard that there had been a purchase of the I.P. property. He sent a note to Norb Wondra who responded and said there had not been an offer nor a purchase. There was someone who looked at it a few months ago but that was it.

Starting on March 4th, and continuing every other Wednesday there will be a conference call with Senator Arnie Roblan and Representative Caddy McKeown to get legislative updates. It will be at 7 a.m. at the School District Office and open to anyone interested.

There have been many e-mails going back and forth about the Transportation Commission Chair being replaced. It has happened, and rightfully so. Her comment about her opposition to any transportation through Oregon that is coal or oil related may have been suitable for Portland, but not for the rest of the state.

There was a meeting with representatives from HUD in Reedsport the other day. It turns out that there is a billion dollars left over from Hurricane Sandy that was dedicated towards flood prevention and mediation. The federal government had set this money aside and it wasn't all used so now there is a very active nationwide bidding process for those dollars. Only the states can apply, therefore the money will go to the state but they must apply for specific projects. Everyone who has been to Reedsport says that our levy project is exactly what these monies were designed for. This is very good news for the city. Jonathan flew to Seattle to make to give a presentation to have our levy project considered for these dollars.

The city has put out an RFQ for marketing Reedsport to the Jordan Cove folks. The Port may be asked to help out in that marketing project. Charmaine said Jordan Cove wasn't the only reason for this, it's been needed for a long time.

Keith said he had a question on how local workers that will qualify for jobs at Jordan Cove but aren't a member of the specific union contracted to work there; how do they become a member. Mike Hinrichs of Jordan Cove said basically they have to be pretty aggressive in contacting the respective union hall and do whatever they need to do to get their union card.

Steve: Had a meeting with Senator Roblan and he went over some of the issues that will be in the upcoming legislative session. He mentioned resiliency which is a program of preparedness, education and survivability that is filtering to the State level from the Federal

level, and will eventually make it to the local level. It's a long range plan, and The Port, as a public entity may have to step up to the plate for this. In looking at our vision statement it says "The Port of Umpqua maintains and creates strategic partnerships to maximize business opportunities, useful facilities, and a quality working environment within its district." That might cover it, and there won't be a need to add to our mission statement.

Keith said he and Steve had talked this over, and Douglas County is doing some emergency preparedness but it's not the kind of emergency preparedness we need. Charmaine pointed out that there have been a lot of meetings on this topic locally. Keith said there is still going to be a huge local need for coordinating the different needs that will arise like if there is fuel available uptown, or fire trucks available uptown vs. downtown. Those are things that The Port may want to sponsor a discussion on.

Charmaine: I've been to a lot of those meetings and they are addressing a lot of those issues. They are working with the fire department, and they do table top scenarios. Steve asked me to look into a generator and Wayne Stinson is still looking for one. He said he is going through whatever processes he has to in finding one for us.

Paul said that they have had classes at the MAC with Wayne Stinson and the Coast Guard, and one of their big fears is that Winchester Bay is going to be separated from Reedsport, and how to get them up to par. They have a lot of disaster planning that still needs to be done for Winchester Bay alone.

Barry: He went to a discussion years ago and when this happens it's going to be massive. These scenarios won't ever happen. There is no difference between Gardiner, Reedsport, etc. When that subduction plate lets loose you'll have 15 minutes of warning and we'll all be wiped out.

Steve asked Charmaine to let him know the next time Wayne is on the coast.

The meeting was adjourned at 7:54 p.m.

The next Port of Umpqua Regular Meeting will be held February 18, 2015 at 7:00 p.m. at the Port of Umpqua Annex building, 1841 Winchester Ave., Reedsport, Oregon 97467.

****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:**

Commissioner questions while signing checks at the end of the month:

12/31/14:

Steve: Is Karen's paycheck for the whole month? No she takes a draw on the 15th each month.

What is the check to Tractor Services for? They cleaned & adjusted the brakes and then did a full service oil & filter change on the forklift.

Donna: What is the check to Tractor Services for? They cleaned & adjusted the brakes and then did a full service oil & filter change on the forklift.

Is the check to Grimstad & Associates the last and final payment for this year's audit? Yes.

Commissioner questions while signing checks at the meeting:

Steve: What is a Shark Vacuum? It's a brand of vacuum.

Central Lincoln PUD is \$1,000? It is actually \$200 less that it was this time last year after we had the new HVAC system put in.

This bill from Northwest Landscape, is this a straight monthly? It's a yearly contract and he has broken it down into 12 payments.

Steve Reese, President

Karen Halstead, Admin. Assistant