

Port of Umpqua

Regular Meeting Minutes
Wednesday, February 18, 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
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:

The agenda items were switched around until Commissioner Tymchuk could get there, and then the board would have a quorum.

Later when Commissioner Tymchuk was there, Commissioner Train made a motion to approve the agenda as presented, Commissioner Tymchuk 2nd the motion. The agenda was approved by unanimous vote.

REPORTS:

STAFF REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$8,826.05 for the Month of January 2015. Crabbing is slowing down, some boats are rigging for black cod.

Commissioner Dennis Clemens has tendered his resignation effective now. This position term runs through June 30, 2017 so the Port will need to appoint a replacement soon. We have 2 positions; #3 Donna and #5 Barry that expire June 30, 2015.

Fred Wahl's Environmental Consulting Firm (OBEC) who will be meeting here tomorrow with Fred's staff, State Agencies and the Port to discuss wet land mitigation options, specifically Steamboat Island. I would encourage Commissioners that are interested to join us. 9:00 AM in our conference room.

As part of our Health and Safety policy and program Port staff conducts monthly safety meetings where we review safety videos and discuss our safety concerns. Once quarterly, the safety officer; Karen, conducts facilities inspections and notes things that need to be addressed, which we then correct. One of the recent videos reviewed how to handle Blood borne pathogens where employees were directed to contact their supervisor or human resources manager if contact with blood or blood borne pathogens might be a possibility. I am that person and knew I did not have that training. I requested a risk management specialist from SDAO to conduct training for staff so we would know how to deal with the situation if necessary. Greg Jackson with SDAO conducted the training and addressed any other questions we had. He also shared that the 10% credit program for the general liability/property insurance program changed since last year. 2% credits will still be earned for:

- ✓ online training,
- ✓ attending one of several SDAO staff training,
- ✓ affiliate organization membership,
- ✓ and completing the best practices checklist,

All of these we have or will complete for the 2015 year. The one that is different is, last year board training was one of the 2% credits, the only one we did not complete last year. This year the 5th 2% credit will be earned by submitting our Public Records and Public Meeting Policy to SDAO, which the board has adopted and will be submitted. Although board member training is strongly encouraged it no longer on the list.

WRRDA update from PNWA:

We previously reported that the Water Resources Reform and Development Act of 2014 (WRRDA) authorized a 10% set aside of HMT expenditures to be directed to small ports. This language, along with other allocation provisions, were included in Section 2102 of the WRRDA bill. When the FY2016 President's Budget was released, it was in question whether the Administration implemented this small ports provision. We are pleased to report that during our discussions with Corps HQ last week, PNWA staff were told that \$91.2M out of the \$915M in proposed FY2016 HMT expenditures was directed to small ports around the country. This was an intentional effort by the Administration to provide increased funding to small ports, in-line with WRRDA expectations.

While we still have our work cut out for us to reach the full WRRDA HMTF Targets for FY2016 (\$1.25 billion), it is significant that the Administration intentionally chose to implement the small ports provision. It should be noted that there are many other provisions in the bill that were not included in the Administration's budget request. We have asked for a

listing of small ports throughout the nation that were included in the President's budget, and will circulate that information once we it is available.

PNWA will continue to strongly encourage Congress to "Hit the HMT Target" in their final bill, and to include additional funding for which our small ports can compete. We continue to work hard on your behalf, and we appreciate your support.

Sincerely,

Heather Stebbings, PNWA

And, as I forwarded to you previously from Dave Harlan:

All – We met with the Coastal Caucus this morning and received their consensus approval to proceed with the procurement process for a small port dredge. The general concept at this point is that the \$2 million that has been set aside will be used first for equipment acquisition, and second to help pay for a portion of the local port dredging costs under some matching fund requirements that have yet to be developed. Further details will follow as the discussion moves forward.

I haven't heard anything further and wonder if the change in Administration in Salem might stall this process. We are waiting to see.

I am providing you with the new Employee Handbook and Policy document to give you time to review and comment. My plan is to adopt the Handbook at next month's meeting. Please let me know if you have questions, suggestions or comments before that time. I worked with Dee Rubanoff, with Peck, Rubanoff & Hatfield; a Labor and Employment Law firm. This is one of the two policies we had not adopted as recommended by SDAO and could not check off on the best practices check list. Now I am working on the other one: Public Contracting Policy.

Oregon Resilience Plan Executive Summary is provided in your binders under For Your Information, please take it with you for future reference.

I will be out of the office next Monday and Tuesday the 23rd and 24th and at a local budget law training Wednesday the 25th. We will need signatures for month end checks on Friday the 27th.

NOTE: Commissioner Tymchuk came in at 7:12 p.m.

SALMON HARBOR MANAGER:

Paul had handed out some pictures that are included in the "On Line" packet for this meeting. He wanted to let the commissioners know where they were at with the new building.

There was a picture of Dock 7 in the packet, and he said a 4 man crew worked on this and were able to completely rebuild the dock in a record breaking time of only 3 weeks.

He had a picture of a fee pay box that was robbed over the weekend. Sadly this box and another in C camp were both hit and they were the only two boxes that don't have cameras on

them. He explained how they were able to get into the fee boxes, and what they plan to do to fix them so they will hopefully be unbreakable.

The Port's security cameras are in Roseburg now. Paul called Dan at Lighthouse Electric today to have him work on putting a new light where the boxes that were robbed are and they are working on installing the weather tight boxes at our dock. Paul was contacted by the sheriff's office to see if there was a way to wire them up so they can see the activity from the Douglas County Annex so Dan is going to have to work on some reconfiguring to make that happen.

Charmaine explained that a Special District's grant is paying for half of that project's cost.

S.T.E.P.:

Deborah Yates reported that today they put their fish into their rearing pens. This is a big deal because last year they didn't have any fish to put in there. Rock Creek Hatchery brought over all but 20,000 of the fish that they hatched and they were put in the holding pens, and they have another 20,000 they kept and will bring over when they are smolt size. When they bring them over they will be released into the bay. They figure they will be able to release 95% of their fish this year.

Fin clipping will be done at the end of April and then they will release them around May 6th.

S.T.E.P. has purchased some trail cameras and they'll be using those for security cameras. A nice feature of these cameras is that they have infrared.

PUBLIC COMMENT:

There was none.

APPROVAL OF MINUTES:

The draft version of the minutes for January 21, 2015 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 Tymchuk moved to approve payment of checks in the amount of \$3,992.83 to be paid out of the General Fund, 2nd by Commissioner Train. Motion passed by unanimous vote.

REGULAR BUSINESS:

1. Consider Budget Committee Members

There are two positions on the Budget Committee that expired June 30, 2014. Those Budget Committee members expressed a desire to continue serving. They are Deborah Yates and Lee Bridge.

- ✓ Commissioner Tymchuk made a motion to approve Debra Yates and Lee Bridge to the Port of Umpqua Budget Committee for an additional 3 year term ending 12/31/2017, 2nd by Commissioner Train. Motion was passed by unanimous vote.

2. Letter of Intent to Participate with the City of Reedsport for HUD funding

Jonathan Wright – City Manager of City of Reedsport handed out a packet that is available in the On Line Folder.

Reedsport is one of two communities in Oregon that qualify for a federal grant through HUD. In total nationwide there 1 billion dollars available. The state is requesting partner letters. The purpose of these letters is to show that if the city actually receives the funds the state wants to make sure that the communities they are giving the funds to have the ability to receive the funds and do the things that are necessary.

He provided a copy of a sample letter that could be used that basically said “I agree to partner with the State on this project, and then tell what our organization is (Port of Umpqua) and we work under the bylaws of economic development and we would love to partner as we have in the past with the City of Reedsport on any economic development project that would benefit the entire community”.

Jonathan is requesting letters from many partners within our community.

Charmaine added that she did get a call from The Port’s attorney and he asked what “partnering” meant, and Charmaine assured him it was just a formality.

Donna: Is this a billion dollars possibly for the two communities in Oregon? No it’s a billion dollars competitive nationwide. Our state has graciously spent a lot of resources on our behalf.

Keith: Over the last couple of months the state has really become aware that this is a critical issue in Oregon. He thinks this may be one of the reasons they have been so ambitious and aggressive in pushing this through the HUD process. He also mentioned that there is now a bill before the state to allot dollars to the IFA for water projects, specifically mentioning levy rehabilitation.

- ✓ Commissioner Tymchuk made a motion to approve the letter of intent to participate and enter into a partner agreement for HUD grant funding to carry out eligible activities as provided in the State of Oregon’s CDBG-NDR application and authorize the Port Manager to sign the letter, 2nd by Commissioner Train. Motion was passed by unanimous vote.

After the vote Steve commended Jonathan on his tenacity on behalf of the city and thanked him for it.

COMMISSIONERS:

Keith: In an effort to market our community to the Jordan Cove workers, RFP's were sent out looking for a firm to provide marketing of our area. They have narrowed the applicants down to two firms. The interviews are happening now, he was impressed with the marketing expertise of the first firm they interviewed and he feels he will be impressed with the other they are going to interview as well. He will keep the commission informed.

The meeting was adjourned at 7:41 p.m.

The next Port of Umpqua Regular Meeting will be held March 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:**

1/30/15:

Commissioner questions from check signing at end of the month to be included in the Feb. 18th minutes:

Steve: Are Larry's hours all on the dock? Yes

What is Nationwide? Our retirement.

S.T.E.P., did we already vote on this? Yes, that is where this check is coming from. The business item where this was voted on is attached to the check.

****It would be nice to have the number of checks on the Check Approval List somewhere so we know we have signed them all****

From now on, in the top right corner of the Check Approval list will be a hand written note saying "Checks = #". This will show the number of checks there were to sign.

Questions from check signing at the February 18th meeting:

None

Steve Reese, President

Karen Halstead, Admin. Assistant