

Port of Umpqua

Regular Meeting Minutes
Wednesday, March 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:

Secretary Barry Nelson
Asst. Secretary **Vacant**

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 stated for the record that there were enough Commissioners present to form a quorum.

APPROVAL OF AGENDA:

There were no changes or additions and the agenda was approved as presented,

APPROVAL OF MINUTES:

The draft version of minutes for February 18, 2015 meeting 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 Tymchuk moved to approve payment of checks in the amount of \$ 4,498.72 to be paid out of the General Fund, 2nd by Commissioner Train. Motion passed by unanimous vote.

PUBLIC COMMENT:

Joe Coyne from Winchester Bay stepped forward to address the Port Commission. (He had previously written a letter which was the topic of his comments. This letter is included in the “Staff Report” section of the meeting’s On-Line Packet).

Joe spoke of his concerns about the Douglas County Planning Department’s work on a Master Plan for all of the Douglas County Parks, and he wants to make sure that Winchester Bay has solid representation in the process of creating this Master Plan so they are not overlooked, and the plans that are created for Winchester Bay are beneficial to help with tourism in that area.

REGULAR BUSINESS:

1. Annual STEP donation – Doug Buck & Bill Taylor

Doug Buck from S.T.E.P. thanked the Port Commission for all of their support over the years. He then gave an update of what has been happening with S.T.E.P. over the last year. They have tried a couple of new processes and equipment for their eggs, which over the last couple of years had been dying at about a 100% rate. They have added a new filtration and a new piece of equipment called a “MISTER”. Using these new technologies they only had a 19% loss, and they estimate that they will be releasing about 200,000 fish this year.

Charmaine: What is your annual budget? It depends on how much they receive through grants and donations.

Bill added that another thing they are really in need of are volunteers. This year they are going to have a “public day” inviting the public to come out and help. They anticipate there will be a lot of fish to clip and they really need a lot more people to come out and help. The first day of fin clipping will be around April 27th and they projected it will take at least a week to get it all done.

Steve: How much does a MISTER system cost? The new one S.T.E.P. is looking to buy this year will be \$5,700, there is also larger model than what they are buying. They will try the smaller one this year, and if it works out the company representative has offered to put the \$5,700 they’d paid for the smaller unit towards the price of the larger model which cost \$7,800.

- ✓ Commissioner Train made a motion to approve the donation of \$5,000.00 which has been budgeted for the Salmon Trout Enhancement Project to be paid from the General Fund, 2nd by Commissioner Tymchuk. Motion passed by unanimous vote.

2. Salmon Harbor Marina budget review – Paul Stallard

Paul started by giving the Salmon Harbor budget message. He then went over the budget line by line, which is included in the On-Line Packet for this meeting. He did state this is the 13th year that Salmon Harbor has been self – sufficient.

Steve: At the very bottom of the budget document there is a note that states “Excludes loan activity with County Forest Management in the amount of \$2,361,529”. What is that? When they built the RV Resort they built it in two phases and the grand total of that is that amount.

Keith: Over the last couple of years the ending fund balance and year end cash has dropped quite a bit, have you projected when you’re going to build that back up again? Paul said they the capital improvements that they have done was to reinvest, and the last project; the new registration building is the last thing they needed to do. There are still some last minute things that come up, but they don’t anticipate any other big projects to reinvest in.

Donna added that Paul regularly goes through the Capital Outlay List and decides on things that they can do without.

3. Employee Handbook & Policy adoption

Charmaine has been working with the law firm Peck, Rubanoff & Hatfield on creating an Employee Handbook & Policy which is required by Special Districts. Copies were provided at the last meeting, and there was an update to the Drug & Alcohol policy to include the new laws on marijuana and medical marijuana, so she included it and e-mailed an updated copy of that portion to the Commissioners.

Steve: How often do you have to update this policy? Most likely whenever there is legislation that changes the laws that are included in the policy. You may also want to update it if there is an internal issue that should be included in the policy.

Steve suggested having a workshop to go through it as a group so that everyone is on the same page. It was mentioned maybe having one at 6 p.m. on a meeting night.

- ✓ Commissioner Tymchuk made a motion to adopt the Port of Umpqua Employee Handbook and Personnel Policy dated February 17, 2015, 2nd by Commissioner Train. Motion passed by unanimous vote.

Charmaine: This was just one of the items we had not been able to mark as complete on SDAO’s Best Practices. The next on the list will be Public Contracting.

4. Ice Machine at Salmon Harbor

Paul had several commercial fishermen contact him last summer asking if he'd get an ice machine in Salmon Harbor. At first it didn't look like something that would be feasible based on past research.

Paul did some research and found some refurbished machines that looked to be affordable, but he considered whether he really wanted to invest \$30,000 on a used unit that is 15 years old, and decided it really wasn't a good idea.

He recently went to a Fish & Wildlife meeting and while there he met a representative from the ODF&W Rehabilitation and Enhancement Program. This department has many projects that are aimed to help commercial fishermen. Paul asked him if an ice machine and a refrigerated container at The Port dock in Salmon Harbor would qualify as a potential project for our local fishermen, and he said yes. Paul discussed what they would require as a match of funds, and he was told that some entities don't do any match, but the more money a group is willing to put in as a match the more convincing they are that they're serious about doing a specific project.

Paul has approached the Salmon Harbor Management Committee and proposed buying a brand new machine on a refrigerated container. At this point there won't be a special building constructed for it. The Committee asked for more information.

Paul has done in depth research and has talked to the guy with the used unit, he then approached the plant where the new units are made, and he spoke to the guy that installs them. He found out that one of this guy's customers is Scott Hartzell and when Paul talked to Scott he highly recommended them.

Paul got a quote from the first company he spoke to who makes the machines, then got another quote from a company called Highland Refrigeration, the company Scott had recommended and their quote was \$30,000 less than the other company.

The ice machine sits on top of a refrigerated container, and will fill 4 totes in 6 hours. The fact that the machine is exposed to the weather came up and Paul said a shelter could be built around it; they do this with these same units in Alaska all the time, and that is some of the harshest weather they could be in.

The total project cost including a 15% contingency is \$89,407.90. The grant application is due in June, and right now he has Linda getting it started. When Paul spoke to his board, Susan Morgan thought it was a great idea. In all of his research he did not find one customer who was unhappy with their unit.

There was discussion how much it would be used, what it would cost for the electricity to run the unit, and how much people are paying for totes of ice.

Keith: What is your request from The Port, half of the \$22,500 or a match? Paul said he'd like to have the \$22,500 matched.

Steve: I don't see a problem, we are in our budget season now so we can go ahead and budget for it. He did question the used trailer, and asked if it had its own refrigeration stating he felt that this could be a weak link. Paul said he had the same concern, but that they will provide a statement when you get the machine that it has been completely refurbished.

Keith: Wanted an understanding that at some point maybe in a couple of years there would be an initial review on the system, and then it would be reviewed regularly after that, if it becomes a financial burden then it will be sold.

It was decided a motion was not needed, that \$22,500 would be included in the budget for The Port's match for the project.

5. Fred Wahl Marine wetland mitigation proposal

Charmaine provided information on this topic in the meeting binders for the Commissioners to review before the meeting. (This is included in the On-Line meeting packet). She stated that The Port has dealt with wetland mitigation in the past.

Keith: We don't need to discuss this in depth. We have a wetland mitigation site at Steamboat Island that's not being used and this is exactly what we are supposed to be doing with it to help economic development.

OBEC will be there to guide the process. Charmaine did point out that she talked to the state, the county and The Port's attorney to make sure The Port was doing everything that legally needed to be done to bind the property in the way they need to do it, and we are.

Commissioner Reese said The Port would not expect reimbursement for this property. Charmaine pointed out that Mitigation land is currently going for anywhere between \$65,000 and \$125,000/acre, and she wanted it to be known that The Port was offering this land at no charge.

Charmaine: The note that there would be a deed restriction on the area; according to the Department of State Lands this deed restriction is for in perpetuity. They are supposed to monitor it for 5 years and make sure if it doesn't grow that it gets replanted, etc. It will be unavailable for any other use.

- ✓ Commissioner Tymchuk made a motion to allow Fred Wahl Marine to construct, monitor and maintain up to 0.75 acre of wetlands and mudflats on the northern tip of Steamboat Island, 2nd by Commissioner Train. Motion passed by unanimous vote.

REPORTS:

STAFF REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$564.00 for the Month of February.

Dana Ferguson with Oceanic Logistics approached Charmaine with a proposal to use the Winchester Bay dock for unloading sardines and pink shrimp. He offered to pay The Port 1 cent/pound for sardines and 1.5 cents/pound for pink shrimp and she accepted his proposal. He anticipates they will be bringing in around 200,000 pounds per day and with that amount of product coming in even at those prices our dock will be making a significant amount.

Their equipment is already setup on our dock and they are ready to go. They have had their planes locate large amounts of the product and the first boats are expected to start delivering tomorrow. Dana loves our dock, and he really likes working with Larry so it's good to have him want to work with us here; he brings in a good amount of revenue for us.

At the legislative phone call with Rep McKeown and Senator Roblan this morning I asked if the South Coast Ports are still getting their dredge. They both replied yes, an RFP has been submitted and money has been appropriated. I do know that Salmon Harbor, the Port of Bandon and Charleston Marina are in the middle of permitting and hope to be completed soon.

Please take the budget calendar with you.

Also included in the Staff Report is the letter of resignation from Dennis Clemens. There are applications that have come in to fill this vacancy. It's a different position than the two that are up for election this year. The board will be presented with the applications at next month's meeting.

SALMON HARBOR MANAGER:

None, his report was the budget review and that was covered in the business section of the meeting.

COMMISSIONERS:

Donna: There will be an Urban Renewal Board meeting coming up April 2nd and they will be reviewing their budget.

Donna announced that she is not going to run for The Port Commission when her term ends this year, but she would like the board to consider that she continue to represent The Port on the Salmon Harbor Management Committee.

Keith:

The Ad Hoc committee that is meant to consider marketing to the Jordan Cove folks has arrived at a choice. Keith plans on reaching out to The Port to contribute some money to that marketing process for the community. In the RFQ the budget was \$20,000, but if they can reach \$30,000 he feels they will get a lot more marketing.

The meeting was adjourned at 8:18 p.m.

The next Port of Umpqua Regular Meeting will be held April 15, 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:

None

Commissioner questions while signing checks at the meeting:

Donna: MODA took over medical insurance in place of Blue Cross/Blue Shield? Yes.

Steve: Are we still having issues w/Frontier? No, our original contract expired, and we now have a new sales guy who offered us a better deal than we had before, so we resigned w/them. This month's bill looks like it was incorrect but it isn't, it's for the one month we were "without a contract".

Steve Reese, President

Karen Halstead, Admin. Assistant