

Port of Umpqua

Regular Meeting Minutes
Wednesday, May 20, 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
Carey Jones

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 as presented. The agenda was approved by consensus.

APPROVAL OF MINUTES:

The draft version of the minutes for April 15, 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 Nelson moved to approve payment of checks in the amount of **\$7,844.39** to be paid out of the General Fund, 2nd by Commissioner Tymchuk. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Worker's Compensation Renewal – Debbie McKinney

Debbie provided the Commissioners with an invoice (available in the On-Line Packet). This year the rates went down quite a bit, the new premium will be about \$240 less than last year.

Keith: Did it go down just for the Port of Umpqua. No, it went down overall for Oregon because there were less claims, and payroll was high.

Debbie recommended that the Port of Umpqua stay with SDAO for the 2015-2016 fiscal year.

- ✓ Commissioner Train made a motion to approve workers compensation renewal for the 2015-2016 fiscal years with Special Districts of Oregon in the amount of \$1,204.44, 2nd by Commissioner Tymchuk. Motion passed by unanimous vote.

2. Grant Writing Assistance

We are getting ready to work on the grant for the ice machine and this is a request that we if we need it, we get help from Sandra Jackson who is a consultant and writes all of the Douglas County grants. She has agreed to either help or actually do the work.

Keith: It makes good sense, Steve added he wish there was more time to write the grant, but with her help it might save some time.

- ✓ Commissioner Train made a motion to approve using the services of a professional grant writer if it becomes necessary for the Oregon Department of Fish and Wildlife grant for the Ice Machine project at a rate of eighty five dollars per hour, not to exceed 20 hours, 2nd by Commissioner Jones. Motion passed by unanimous vote.

3. Trade Promotion Authority (Federal Issue)

Steve stated this is a federal issue between the executive branch and congress, and he didn't think that the Port of Umpqua should be commenting on what they are proceeding to do.

Keith: Agreed with Steve, he did not feel it was the role of the Port of Umpqua to write a letter to the local newspaper supporting this.

Carey: He feels that The Port needs to stay apprise of the topic because several local family wage jobs could count on it.

Donna had received a personal call from Thomas Worth, the gentleman who originally brought this topic to us, asking her what her personal opinion was on it. She didn't feel it was

appropriate for her to give an opinion before seeing what the whole commission thought so she directed him to call Charmaine who would put it on the agenda.

It was decided by consensus that the commission wouldn't have any further discussion on this topic, and the item was tabled.

REPORTS:

STAFF REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$17,248.95 for the Month of April. Totals for sardines and mackerel is \$29,380 for March and April. They are bringing in shrimp now, we will get 0.015 per pound.

Barry had heard there has been some resistance from the shrimp buyers because of the cost to travel here to pick up the product when their plants are located someplace else.

Umpqua Soil and Water Conservation District entered into a 3 year renewal lease beginning May 18 with an increase of 2.3% rent, the current C.P.I. Their current rent is \$653.00 month.

Never did hear back from KDUN about renting the office space.

Special Districts has implemented a new program called Board Practices Assessment. It is a 90 minute meeting with the Board members and senior staff to assess the risk of board practices and assess District Board Operations. I have requested to schedule this after July 1st so our new Commissioners can be a part of the assessment. This is a heads up that I will be contacting you to find out a date and time. This assessment counts toward a 2% discount credit on our general liability and property insurance contribution. This is more than just board training. They actually come here in person to talk to our board and then they assess our best practices and give advice. It really is beneficial. I will provide more information about the process in next month's meeting materials.

Security cameras at the dock in Winchester Bay are installed and working. Total price was \$2,348. We estimated the cost at \$2,000. I have submitted the documentation to SDAO to receive the \$1,000 grant for this project. Steve asked Charmaine if she had found out whether or not she would be able see the feed from her computer. She will not because the feed goes through Douglas County's servers, they won't allow us access.

SALMON HARBOR MANAGER:

Donna reported that the Salmon Harbor budget was approved by the Douglas County Commissioners. Paul has a list of capital investments that Salmon Harbor has made since 1995. There are 27 projects that totaled nine million seven hundred thirty-six thousand eight hundred and two dollars. This shows what Salmon Harbor has invested back into the harbor.

Jeff, Jim and Paul gave Commissioner Chris Boice an oral report of the history of Salmon Harbor. There has been questioning by the Douglas County Commissioners that Douglas County had given Salmon Harbor two million dollars. The history that Jeff was able to give was really good, and when he was done there were no questions.

The new RV reservation building is complete, she suggested if anyone had the chance to go see it, it turned out really nice.

They are making the old reservation building into a rental cabin, and also looking at the possibility of purchasing a couple of more cabins to have as rentals. They have had one in the past and the cabins are turning out to be very popular with reservations being made a year in advance.

COMMISSIONERS:

Barry: Since Georgia York is retiring from the OCZMA, the group has decided that the administration work will be done by the Association of Oregon Counties (AOC). Everyone seems to feel this will be a good fit.

Keith: The South Coast Community Foundation have an expenditure strategy for first the eight years of their existence. Now they are seeking advice for an investment strategy that will get them a reasonable rate of return, and how best to distribute funds. The intent of the group is going to be very conservative with the monies they expect to receive and the interest they expect to accrue.

S.T.E.P.:

They are going to be releasing about 180,000 baby chinook sometime in the next couple of weeks. The inflow on one of the tanks had gotten plugged and they had a small loss of fish, but that is the only loss they have had this year.

The meeting was adjourned at 7:28 p.m.

The next Port of Umpqua Regular Meeting will be held June 17, 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:**

4/30/15

Commissioner questions from check signing at the end of the month to be included in the May 2015 minutes:

Barry:

What are the items he's signing that are electronically sent? They are taxes and the retirement.

Is the irrigation project complete? Yes

Donna: There was a check for \$5 made to Petty Cash. Donna asked if that was the total amount in Petty Cash. No there is \$75 kept in there. I explained how we handle the Petty Cash Fund. If someone pays for an item out of their pocket for example this \$5 was for

bathroom cleaner that I (Karen) had bought and was being reimbursed when Charmaine received my receipt. Since she gave me \$5 out of Petty Cash the check Donna was signing was to “reimburse” the Petty Cash fund to bring it back up to \$75. I also showed her the spreadsheet that Charmaine keeps showing each transaction. Even in months where there are no transactions, the spreadsheet is still updated and filed.

Questions from Commissioners signing checks at the May 20, 2015 meeting:

STEVE: When signing the check for Basset Hyland he asked why it was so high. That was because the forklift was used a lot during the sardine season, and the buyer Dana Ferguson has been billed for half.

DONNA: Looks good. What is the check for the Hors d'oeuvres for? That was for our share of the cost for appetizer service at the OPAC conference reception, we split the cost with five other ports.

Steve Reese, President

Karen Halstead, Admin. Assistant