

Port of Umpqua

Regular Meeting Minutes
Wednesday, June 17, 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:

Commissioner 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.

Steve presented Donna with a bouquet of flowers on behalf of the Port and thanked her for her many years of service to The Port and The Port district, and said they looked forward to her official capacity as The Port's representative to the Salmon Harbor Management Committee.

APPROVAL OF AGENDA:

There were no additions or deletions, the agenda was accepted by consensus.

APPROVAL OF MINUTES:

The draft version of the minutes for the Budget meeting May 20, 2015 was presented for approval. Donna pointed out one correction, Deb Yates was not present at the meeting.

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

The draft version of the minutes for the Regular meeting May 20, 2015 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 \$3,733.28 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. Fiscal Year 2015-2016 Budget:

Charmaine gave the Budget Officer's Report:

There are no changes proposed to the Budget by the Budget Committee on May 20, 2015.

I recommend approval of Resolution 15-02 adopting the budget, making appropriations, imposing and categorizing the tax for Fiscal year 2015-2016. The Resolution was prepared to reflect the budget as approved by the Budget Committee and per Oregon Budget law.

After the budget is approved by the Budget Committee and prior to July 1st, the Commission has the authority to adjust resources and expenditures.

However, there are limitations:

- Taxes may not be increased over the amount approved by the Budget Committee.
- Estimated expenditures in a fund cannot be increased by more than \$5,000 or 10% whichever is greater.

Neither of the two limitations can be exceeded without first publishing a revised budget summary and holding another budget hearing.

The Budget must be adopted by June 30, 2015

a) Receive Public Comment

At this point Steve declared the public hearing for the budget for fiscal year 2015-2016 of the Port of Umpqua open. He asked if any commissioners would like to declare a conflict of interest. There were none. There was no testimony in opposition to the proposed Port budget so he closed this portion of the budget hearing.

Steve then asked if there was any testimony in favor of the proposed budget.

At this point Keith removed his “Commissioner hat” to speak as a private citizen. Speaking as a private citizen he encouraged the Port to adopt their budget. He said the Port does good work.

The portion of the hearing to testify in favor was then closed.

Steve asked if the Commissioners had any questions comments or statements.

Donna: Looking at where The Port is financially she was really proud. She complimented The Port on being frugal yet they do contribute to the community as much as they can.

Steve: He was very pleased with the funding, and mostly pleased with how smoothly the budget process had gone this year.

Keith: Going back several years, management and this commission had done a wonderful job in setting a priority to be debt free. Even if there isn’t anything done with the current funds available, it opens the opportunity for this commission and future commissions to be pro-active in the things they get involved with because they don’t have to worry about debt.

Steve: The key was not to encumber future commissions, as they had been for so long.

He then declared the public hearing closed.

b) Adopt the 2015-2016 Fiscal Year budget

- ✓ Commissioner Nelson made a motion to adopt the 2015-2016 fiscal year budget as presented and approved by the Port of Umpqua Budget Committee, 2nd by Commissioner Train. Motion was passed by unanimous vote.

c) Adopt Resolution 15-02

- ✓ Commissioner Train made a motion to adopt Resolution 15-02 adopting the budget in the amount of one million, six hundred twenty three thousand, four hundred ninety (\$1,623,490.00) making appropriations, imposing and categorizing the tax for fiscal year 2015-2016, 2nd by Commissioner Tymchuk. Motion was passed by unanimous vote.

2. Staff Salaries

Charmaine recommended approval of the rate increases provided in the fiscal year 2015-2016 budget for the Administrative Assistant and the Dock Maintenance Assistant as presented.

Keith: How long has it been since there was a rate increase. Last year and it was a 2.3% increase.

- ✓ Commissioner Tymchuk made a motion to approve the wage and salary increases as requested by the Port Manager, 2nd by Commissioner Train. Motion was passed by unanimous vote.

After the motion Steve asked if The Port would be affected by the sick leave law that the legislature is trying to pass. No, The Port has a paid time off policy which provides for time off and staff can use it for vacation, holiday or sick leave.

3. PNWA annual dues

Charmaine: These folks do a wonderful job for us, without this group The Port wouldn't have dredging.

Keith: This is a value added membership that helps us do what we need to do as far as economic enhancement.

- ✓ Commissioner Tymchuk made a motion to approve Pacific Northwest Waterways Association annual dues in the amount of \$610.00 to be paid from the General Fund, 2nd by Commissioner Train. Motion was passed by unanimous vote.

4. Strategic Business Plan update

Charmaine said while they were putting together the grant application for the ice machine it had been asked if it was in an existing business plan. This prompted Charmaine to update the Port's Business Plan to include the ice machine project, the partnering with Salmon Harbor on the project, and to include what our plans are.

- Commissioner Tymchuk made a motion to approve the Strategic Business Plan addendum dated June 17, 2015 as an update to the current business plan, 2nd by Commissioner Nelson. Motion passed by unanimous vote.

REPORTS:

STAFF REPORT:

Charmaine took a moment to explain the way the meeting binders have been revised for the staff report section.

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$16,194.53 for the Month of May.

I will be out the first week in July and also the 23rd through the 29th.

We received the \$1,000 grant from SDAO for the cameras at the Port dock in Winchester Bay.

There is Board Member training in Florence Tuesday July 14th. Let me know if you are interested in attending so I can register you. I will be scheduling the Board Assessment by George Dunkel with SDAO after the new board members are sworn in next month.

Scott Hartzell, owner of the Ossian called to report that Larry Greene our dock assistant is doing a great job at the dock and wanted to put in a good word for him.

The Port received a very nice thank you card from Linda Noel for flowers for the passing of her husband John.

I attended a SCPC meeting this morning. We are moving forward with the purchase of the dredge and support equipment. We hope to have it here and available to dredge at Bandon by the October work window. Bandon will be the only Port dredged this year since the work window after delivery will be pretty much done. Arrangements are being worked out regarding operations, where the dredge and equipment will be housed and IGA or MOU's between Ports and the State and between each port.

Keith: Once the details on the dredging get finalized and they start doing it, he feels that the SCPC needs to come together and send a formal letter to the Coastal Caucus thanking them again, and simply remind them that what they have done is historic. He suggested the letter be signed by all of the Port's presidents.

There is a phone conference Friday that much of the specifics will be addressed so we should know more after that call.

SALMON HARBOR MANAGER:

Donna: Business is really starting to pick up. She invited the Commissioners to go down and look at the new reservation building, saying it was really nice. They have also converted the old reservation building into a park rental. Before they get to the end of the fiscal year they may buy another park rental. The reservations for the two they have are really stacking up.

Linda Noel retired after many years of appreciated service to both The Port and Salmon Harbor. With her leaving, they hired a lady named Savannah to take her place and Linda has been training her. Linda may still come in to help with a few real estate issues that may come up.

COMMISSIONERS:

Barry: He attended the OCZMA meeting and they have finalized who will be the new management. The AOC (Association of Oregon Counties) will be managing the OCZMA; they do a lot of small entities through the whole state. They were at the meeting and the head of their association explained how they operate.

Ray Rasmussen, one of the founding members of the OCZMA was also there along with some of the old legislators that were around a long time ago. These are the folks who setup the OCZMA so that we would have a coastal caucus to give people from the coast a voice.

Keith: The Reedsport school district has possibly hired a new principal today, contingent upon a background check.

He received an e-mail requesting him to sit on a panel at the Oregon Coast Economic Summit August 25th & 26th. It will be at the casino in Grand Rhonde. Charmaine let the Commissioners know if they wanted to go to contact her.

Jonathan Wright: Chainsaw carving contest is this week starting tomorrow. Main Street will have a booth there to do fund raising for the Steam Donkey project. They have already received a grant to start rehabilitation. The idea is that once it's done it will be moved out onto Highway 38 so people can see it.

The Main Street Program had \$24,000 in grants to give out to local businesses. They have given all but \$7,000 away. Just about every business up and down the strip applied. There have been some in mid-town and a couple uptown, so it's going all over and doing what it was supposed to do.

The R.A.R.E. intern, Emesha Jackson is nearing the end of her time here. She was to be here for 11 months, so Reedsport re-applied to get someone to replace her. 50 communities applied and 25 were selected with Reedsport being one of them. We have a unique situation because they have identified the ideal candidate for Reedsport and that is Katie Lockhart. She designed the logo, and has already been very involved. She wanted to do the banners, but couldn't so she passed that to her sister Christy.

There is word that IP is in escrow and that they have 4-5 weeks to go because of some performance things that need to be addressed. It's not a done deal, there is still a lot that needs to be done before this happens, and part of that includes funding.

Keith: Gave some history on the Steam Donkey, it was a gift and it had gotten to the point where it needed to either to rehabilitated or scraped. It is a legacy to Reedsport and it's going to be located in a nice place.

Charmaine: She hadn't heard anything lately on Fred's permitting and she asked Jonathan if he had heard anything. He had not, he said Fred had moved some things over there recently, but that was all he knew for now.

The meeting was adjourned at 7:46 p.m.

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

Questions from the end of month check signing on May 29, 2015:

There were none.

Questions from the check signing at the June 17, 2015 meeting:

Barry: What are the trophies for? They are the name plates that go in front of each commissioner at the meetings. We also got the small metal plates that go on the Commissioner Plaque listing all of the Commissioners that have served.

Steve: What are the signs for? New commissioners name plaques.

Did we get a spike on the power bill with the sardines being unloaded? No because they used generators.

Steve Reese, President

Karen Halstead, Admin. Assistant