

Port of Umpqua

Regular Meeting Minutes
Wednesday, July 15, 2015 at 7 p.m.
Port of Umpqua Annex
1841 Winchester Ave
Reedsport, OR

THESE MINUTES ARE FINAL and UNTIL APPROVED.

Commissioners Present:

President Steve Reese
Vice President Keith Tymchuk
Secretary Barry Nelson
Carey Jones
Lee Bridge

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.

OATH OF OFFICE FOR NEW OR RE-ELECTED COMMISSIONERS:

Port Manager Vitek gave the Oath of Office for newly re-elected Commissioner Nelson and newly elected Commissioner Bridge.

APPROVAL OF AGENDA:

There were no changes to the agenda as it was presented.

Commissioner Tymchuk made a motion to accept the agenda as presented, 2nd by Commissioner Nelson. Motion passed by unanimous vote.

APPROVAL OF MINUTES:

The draft version of minutes for June 17, 2015 was presented for approval.

Commissioner Nelson made a motion, 2nd by Commissioner Tymchuk to approve the minutes as presented. Motion passed by 4 yes votes from Commissioner's Reese, Tymchuk, Nelson and Jones. Commissioner Bridge abstained from voting because he was not present at that meeting.

APPROVAL OF BILLS:

Commissioner Nelson moved to approve payment of checks in the amount of \$5,791.01 to be paid out of the General Fund, 2nd by Commissioner Tymchuk. Motion passed by unanimous vote.

PUBLIC COMMENT:

Deb Yates approached the Commission and said she was representing The Main Street Program. She gave the commission an update, Emesha Jackson’s last day will be next Thursday and Katie Lockhart will be taking her place, starting around the beginning of September.

There was originally \$23,000 dollars in grant money for the façade program. As of today all of it except \$2,300 has been given out. There will be a meeting tomorrow night with the topic of getting all of the businesses “bike friendly”.

Banners will be going up soon. There will be separate banners for downtown, midtown and uptown. Private groups can also have banners made for their specific events.

REGULAR BUSINESS:

1. Election of Board Officers Fiscal year 2015-2016

Officers for fiscal year 2015 – 2016 will be as follows:

- President: Commissioner Steve Reese**
- Vice President: Commissioner Keith Tymchuk**
- Secretary: Commissioner Barry Nelson**
- Treasurer: Commissioner Lee Bridge**
- Asst. Secretary: Commissioner Carey Jones**

Keith said he’d nominate Steve as President again based on the superb job he has done, and have the Commissioners currently holding the positions of Vice President and Secretary keep those and have the two newer Commissioners fill in the positions of Treasurer and Assistant Secretary. Lee Bridge was nominated as Treasurer, and Carey Jones was nominated as Assistant Secretary.

- ✓ Commissioner Tymchuk made a motion to approve the Officers as was just presented for the Port or Umpqua Board of Commissioners for the FY 2015-2016, 2nd by Commissioner Jones. Motion was passed by unanimous vote.

2. Committee and other Appointments

A sheet showing the current committee appointments were provided in the binders so the Commissioners could see what groups are represented and if there were any changes they would like to see.

Charmaine noted that Donna Train represented The Port of Umpqua on the Urban Renewal Advisory Committee, and in the resolution that establishes the Urban Renewal District the representative needs to be an elected official.

Lee said he is already representing Lower Umpqua Hospital on that board.

Keith wondered why a member of that committee couldn't represent two groups. If they did it could affect a quorum because they are voting positions. Also the hospital and The Port may have different opinions on issues they address.

Carey said he would have time to represent The Port on the Urban Renewal Advisory Committee.

Steve said he is currently the representative to the Chamber of Commerce, and he hasn't been available for their meetings for quite some time. Carey said he already belongs to the Chamber and attends their meetings regularly, so he volunteered be The Port's representative. There were no conflicts that would prevent him from representing The Port.

Steve has been on a sub-committee of the Main Street Program and Economic Redevelopment Committee who meet once a month. He requested that the Main Street Sub-Committee be added to the list of committee appointments.

- ✓ Commissioner Tymchuk made a motion to approve committee and other appointments as discussed for the Fiscal Year 2015-2016, 2nd by Commissioner Nelson. Motion was passed by unanimous vote.

After the vote Keith brought up that Jim Bruce, who has been on the Salmon Harbor Management Committee for as long as he could remember, is resigning from his position. The County has requested Port input on who they think would be an appropriate replacement.

Paul has met with Jim and discussed his resigning from the committee and who may be a potential replacement, Jim gave him several recommendations. One of those was Michael Kurtz, who is taking Jim's HR position at Douglas County. He has sounded interested in this position but would like a recommendation from either Salmon Harbor or the Port of Umpqua to the county.

Steve said he'd never met him and he couldn't give a recommendation on someone he has never met.

Paul also said having Donna on the Salmon Harbor Management Committee will be great because she is familiar with the history between The County, Salmon Harbor and The Port. Jerry has re-upped for his position and he has a lot of historical knowledge they can pull from as well. Having someone that is not as familiar may not be a bad idea to give some new input.

Steve agreed it will be tough to see Jim leave. He has always been very positive on the committee. He was also able to work the county system which was very helpful to Salmon Harbor. Paul said that he felt the relationship that Michael Kurtz has with the county, and the recent negotiations he has just gone through has been positive for him, he feels the county has respect for him.

Charmaine had a conversation with Susan Morgan and Susan said that they would rather look for someone who is from the area to be the county representative. Paul said there has been discussions about retired department heads who are still located here.

Charmaine pointed out that a decision didn't need to be made tonight, but to keep in mind Jim's going to be leaving at the end of the month.

The Commissioners agreed that they would be thinking of potential candidates and if anyone came to mind they would forward that information to Paul and/or Susan.

3. Grant Writing Assistance Increase Request

Charmaine said that Sandra Jackson had been approved to do \$1,700 or 20 hours of work on the ODF&W ice machine grant, and without her work it could not have been done. Sandra actually ended up putting in more than 20 hours working on it. She only billed for the 20, but had noted on her invoice of an extra 3.5 hours she did put in.

Charmaine requested that the board remit the \$297.50 to her for those extra hours. She did an amazing job, and if grant writing assistance is ever needed in the future Charmaine said she really wanted Sandra to do it.

Keith felt it was very appropriate. She did great work, she didn't bill The Port for it, it is The Port's way of saying thanks for the great work, and we'd like you to do any future work should it come up.

- ✓ Commissioner Jones made a motion to approve payment to Sandra Jackson for hours exceeding the 20 hours allocated to the Ice Machine grant writing assistance request in the amount of \$297.50 to be paid from the General Fund, 2nd by Commissioner Bridge. Motion was passed by unanimous vote.

REPORTS:

STAFF REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$3,890 for the Month of June 2015.

The financials were not available at the time the meeting binders were put together.

Charmaine had handed out the Savings statement that included the Funds and told the Commissioners if they would like she could provide the whole statement.

Oregon Public Ports Association Annual conference will be held in Bandon October 1st and 2nd. This is being hosted by the Port of Bandon and the SCPC. The conference is open to

member ports, staff and Commissioners. It is a good opportunity to network and learn about issues relating to Oregon Ports. I will be providing additional information as I receive it.

Status of the ODFW Ice Machine grant application:

They received all necessary documentation for the request. The Restoration and Enhancement Board will review the current cycle of applications and make recommendations at their meeting in Gold Beach on September 25, 2015. From there, all recommended projects will be submitted to the ODFW Commission for final review and approval at the December 4, 2015 Commission meeting in Portland.

SDAO Board Assessment has been scheduled for Friday September 18th. I will continue to remind you of this date. Have not scheduled a time yet. To be decided. Lee pointed out that he is booked most Fridays until 4, he did say if he knew in advance he could move that up a couple of hours. Carey said earlier in the day would work better for him.

Charmaine will be setting up new signature cards at the bank, so the Commissioners will need to stop by the bank to sign them.

Carey asked if the board assessment training was being setup just for the 2% discount, or if something had come up that The Port needed it. Some boards do, but not ours. The state is very concerned about Ports more than other Special Districts. This is because of the economic development factor and Ports have access to state funding that other special districts do not. OPPA has diligently been working with ports to keep ports at a higher standard so that when they ask for funding there isn't any negative comments from the legislature.

SALMON HARBOR MANAGER:

Paul said he's been working on getting new employees hired. The resort is doing great, even the Salmon Harbor camping was full over the 4th of July. There was a problem with the fireworks and by the time they were able to set those off the fog had come in so they were hard to see.

The guides who are going out are posting pictures, and right now the crabbing is phenomenal. One guide had 45 legal crab in one pot pull.

Starting to plan for DuneFest. They got approval to move the Chamber booth back from where it's been in the past, which was a dangerous spot. That will help a lot, and will make it more accessible for any emergency vehicles that may need to come through.

There is a new restaurant called Remy's, they are serving Cajun style food and the word is they are very good. On their facebook Salmon Harbor is trying to highlight a restaurant a week to promote them.

New employee Savannah is very experienced in graphic art and has done an amazing job at creating brochures that also include maps of the area.

The cabins are doing well, being rented about 65% of the time. One rents for \$70, and the other which has a shower and a stove rents for \$85.

S.T.E.P.:

Deb reported that they have had a tremendous year. This year they had used a prototype of an incubator which was similar to a wine cooler. Now they've decided to buy the newest incubator that will hold 250,000 eggs, and the electronics have been completely reconfigured to make it very flexible to use. She said she was telling The Port about it now because they wanted to purchase it by September. The incubator costs \$5,750 and it works in conjunction with a matrix box which she described. The matrix box costs \$922.00 so the total cost for the incubator and matrix box system is \$6,672.00. She said she was bringing this to the board because the commission had requested S.T.E.P. to come back to them when they knew the price of what they would need.

Steve asked how many eggs S.T.E.P. is doing now; 120,000. He wanted to know if ODF&W would allow them to handle more eggs. Not for two more years, but they may be able to in three years. The Umpqua Fishermen's Association (UFA) in Roseburg used to hatch about 100,000 eggs and they are not going to be doing that anymore, so their egg allotment will probably go to S.T.E.P. which will kick up their total to about 200,000 eggs.

Steve wanted to know if there was a figure as to what the S.T.E.P. program value brings into the area. Just the Salmon Derby weekend alone brings about a million dollars into the community. Steve said he thought a \$6,000 investment leverages quite well on million dollar return.

Charmaine asked if the \$5,000 that The Port donated in March or April of this year had already been used and would this be additional monies? Yes that money has been used to upgrade the facility. There have been a lot of changes to the facility over the last few years, it has gone from primitive to basically being high tech today.

Keith asked if this was a formal request. Steve requested a formal request letter and in the letter to talk about the economic benefits. Keith added that it had been requested with the last donation that S.T.E.P. come back and report to the commission how that money had been spent. Deb said when they received the money Doug and Billy talked about what they planned to do with it, but they haven't come back since but she will ask them to.

COMMISSIONERS:

Keith: Reported he is a participant in a lawsuit against a proposed ballot measure that is currently in the signature gathering stage in Douglas County. The ballot measure is aimed at preventing the Jordan Cove pipeline from crossing Douglas County.

The lawsuit argues that the ballot measure violates the interstate commerce act and the title of the ballot measure doesn't meet the Oregon legal requirements in which ballot measure titles must be clear and concise.

Keith read a section from the proposed ballot measure that was of particular interest, which was section 4. Right now they need to get 2,900 signatures on a petition and then they have

two years after getting the signatures to have this put this on the ballot even if the Jordan Cove project had already been started.

The meeting was adjourned at 8:02 p.m.

The next Port of Umpqua Regular Meeting will be held August 19, 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 from check signing at end of June 2015:

Steve: Did we budget for the Wagon Road funds? Yes we did, I don't know about Salmon Harbor.

Why are we being charged for a "Special Election", what made it a special election vs. a general election? That is what they call it and always have. Maybe because it was a special district election, not sure.

Barry: So we received the Wagon Rd. funds? Yes

Which grant did Sandra Jackson help us with? The ODF&W grant for the ice machine.

Did we get it? We don't know yet, and won't know until around the first of the year.

Commissioner questions while signing checks at the meeting July 15, 2015:

Barry: None

Steve: None

Steve Reese, President

Karen Halstead, Admin. Assistant