

# Port of Umpqua

Regular Meeting Minutes  
Wednesday, November 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  
Secretary Barry Nelson  
Treasurer Lee Bridge  
Asst. Secretary 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, it was approved by consensus.

### **APPROVAL OF MINUTES:**

The draft version of the minutes for October 21, 2015 was presented for approval.

Commissioner Nelson made a motion, 2<sup>nd</sup> by Commissioner Bridge to approve the minutes as presented. Motion was passed by unanimous vote.

### **APPROVAL OF BILLS:**

Commissioner Tymchuk moved to approve payment of checks in the amount of \$7,605.31 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Nelson. Motion was passed by unanimous vote.

**PUBLIC COMMENT:**

There was none.

**REGULAR BUSINESS:**

The regular meeting of The Port of Umpqua was closed and the Port of Umpqua Commission went into a Public Hearing for consideration of the Port of Umpqua Public Contracting Rules, exemptions, and supporting findings.

**1. Convene joint meeting of the Port of Umpqua Local Contract Review Board and the Port Board of Commissioners for consideration of Port of Umpqua Public Contracting Rules, exemptions, and supporting findings.**

**a. Staff report.**

The Port of Umpqua Public Contracting Rules, exemptions and supporting findings were discussed at the October 21<sup>st</sup> meeting. The Commissioners had all had time to read it, and they had no questions. All stated they were satisfied with the findings.

**b. Open hearing and take public comment regarding adoption of the Port of Umpqua Public Contracting Rules, exemptions, and supporting findings.**

The hearing was opened to receive public comments on the proposed Resolution 15-04. No one stepped forward.

**c. Close hearing.**

The public hearing was closed.

**d. Consideration and possible adoption of Resolution 15-04, adopting Public Contracting Rules and exemptions.**

There were no comments or questions from the Commissioners.

- ✓ Commissioner Tymchuk moved for adoption of Resolution No. 15-04, a JOINT RESOLUTION OF THE BOARD OF DIRECTORS AND LOCAL PUBLIC CONTRACT REVIEW BOARD FOR THE PORT OF UMPQUA ADOPTING PUBLIC CONTRACTING RULES AND EXEMPTIONS, 2<sup>nd</sup> by Commissioner Bridge. Motion was passed by unanimous vote.

President Reese stated for the record there was a quorum of Commissioners present for this vote.

**2. Adjourn joint meeting session.  
Reconvene Board of Commissioners regular meeting.**

**3. Appoint Budget Officer**

Every year it's recommended that the board appoint a budget officer.

- ✓ Commissioner Nelson made a motion to appoint Port Manager Charmaine Vitek as Budget Officer for preparation of the Port of Umpqua Fiscal Year 2016-2017 Budget, 2<sup>nd</sup> by Commissioner Tymchuk. Motion was passed by unanimous vote.

#### **4. Board Members contacting Legal Counsel or SDAO**

Last month the question came up of whether or not individual commissioners could contact Legal Counsel on their own to discuss Port business. Charmaine spoke to SDAO's legal staff and they told her it was up to our board to make a policy on this if they wanted. SDAO did suggest that the board formally select someone to be the contact to the Port's attorney rather than having individual board members randomly making contact. They also requested that the commissioners designate someone to be the main contact to SDAO instead of speaking to multiple board members on the same topic.

Charmaine asked if the board wanted to come up with a procedure or at least an understanding that everyone is aware of for these situations.

**Keith:** Felt the Port Manager should be a contact and if the commission chose someone from the board to be designated as well, it should be the Port President. He also suggested that it be added to the Commissioner Handbook.

Some of the commissioners thought that the Port Manager should be the only contact, but Keith pointed out there may come a time when legal counsel is needed for something like job performance of the Port Manager, and for times like those there needs to be someone other than the Port Manager who is authorized.

The board gave Charmaine direction to come up with some basic procedures and present it at the next Port meeting.

#### **5. Rate Increase for staff fees at the Commercial Dock in Winchester Bay**

The rate that we charge for our dock assistant to work the fork lift or hoist for someone was set at \$12.00/hour in 2002 and has never been increased since then. Charmaine tried to do some comparisons with other ports but found that every port has their rate structure setup differently. This makes comparisons almost impossible

She asked the board if they wanted to raise the hourly rate we charge for work done by our dock assistant.

**Barry:** Most docks he's done business with has a company or buyer who have their own assistants that work the dock equipment and it's all included in the business rates. He isn't used to being charged for use of a dock, but he didn't oppose raising the cost for the use of Larry's time.

Charmaine pointed out that a lot of the time it is the buyers that pay our fees for the hoist or Larry's time and not the fishermen. That part of the agreement is between the fishermen and the buyer, but it's very common for the buyer to be billed for all of it.

**Carey:** What about fishermen who are having pots loaded onto their boats? That depends upon who they sell to. For example if they are selling their product to Hallmark, then Hallmark pays for loading gear or bait.

**Keith:** Doesn't think a dollar an hour increase is not enough. If it's been since 2002 that the current rate was established and we are now paying the Dock Assistant \$16/hour that is a little over an 8% increase to go from \$12 to \$13 over thirteen years, that is less than a half percent increase each year. We are losing money on that. He brought up some of the other port's rates that had been provided (these are in the on-line pkt). He mentioned Port of Newport as an example, while they may offer different amenities they are charging \$49/hour for their staff charge.

**Lee:** Gold Beach is cheap and they charge \$25/hour.

**Keith:** Brookings is \$55/hour for the forklift and staff charges. We are charging \$20 for the hoist, and \$12 for staff, that is \$32/hour, he suggested to increase the staff fee to \$15/hour. Since it's been such a long time without any rate increase.

Charmaine suggested starting at \$13.50 and then increase it annually going by the CPI until it tops out at \$15/hour.

**Keith:** Can live with that, but it needs to be increased and then raise it annually or every couple of years.

Charmaine has been told by other Port Managers up and down the coast that they don't let fishermen run their equipment at all, it is all done by staff. There may be one hoist in Newport that the fishermen are allowed to use but the standard is becoming only staff are allowed to run any equipment at all.

**Lee:** There is also a liability to look at when letting others run the equipment. We have a policy that requires those who run our hoist have liability insurance and to go through training, but there are situations where something could happen and then we may be sharing in the liability.

- ✓ Commissioner Tymchuk made a motion to approve the hourly rate for use of Port staff at the Port Commercial dock in Winchester Bay from \$12.00 an hour to \$13.50 an hour beginning January 1, 2016, 2<sup>nd</sup> by Commissioner Jones. Motion was passed by unanimous vote.

## **REPORTS:**

### **STAFF REPORT:**

The Port Commercial Dock in Winchester Bay Brought in \$ 5,487.98 for the Month of October 2015.

SDAO annual conference February 4<sup>th</sup> through 7<sup>th</sup> in Sunriver. Let me know if you want to attend so I can register and reserve lodging.

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I had a request from Mr. Scott Polhamaus of Oregon Woods Inc. to harvest willow cuttings from Steamboat/Canary Islands for wetland restoration in the Tillamook watershed. Oregon Woods, Inc. is a contracting company out of Eugene focusing on forestry, restoration, wildland fire, sustainable ecological and economical business practices. They specialize in fire, remote construction, trail and bridge building and forestry. They have a website if anyone would care to take a look: <http://www.oregonwoods.com/>.

They hope to bid on a contract with The Nature Conservancy to plant 35,000 willow cuttings {among other things} per year for two years. The contract requires them to source and harvest willows within five miles of the coast and within 125 miles of Tillamook. The cuttings will be planted in Tillamook as part of a project to restore a pasture back to a tidal floodplain. They are asking for willows that are .5 to 1.5 inches in diameter and 24 to 36 inches long.

He thought that one of, if not both islands have a good amount of willows but admitted he had only seen them from a distance.

I didn't even know there were willow on Steamboat Island. I've done a little research on the subject and tried to find out what would be required for this to happen. Willow is highly regarded for stream/river bank stabilization as well as wet land restoration. So far, I've been told nothing is required beyond landowner permission and whatever the landowner needs, like proof of insurance type things. I have been trying to contact ODFW and DSL to see if this is an allowable purpose or if there will be restrictions. Mark Freeman contacted ODFW and they told him that is definitely something they encourage. Those are mitigation sites out there already, so we need to find out what spots are in perpetuity, that nobody can touch, and if there are any other permitting items that the state would require. If this comes to fruition is it something that the commission might consider to allow? The consensus was that the commission would be okay with it, and thought it could be good public relations.

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Dock Assistant helper opening received no applicants, so she talked to Rob Corcoran and took him an application, but haven't heard back from him.

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After the board approved the grant application to PPM last month, I submitted the documentation and application for the feasibility study to IFA the next day. I finally received notification of a successful application from Becky Monday. They were supposed to get me the contract for signature and I am still waiting for it to move forward on the feasibility study. Paul, Savanna and I attended a SCDC regional seafood project meeting last week. It is a Wealthworks NW project working on the evaluation of the value and supply chain for our local fisherman. This session was to discuss the role of local Ports as well as contributions to the seafood industry and challenges Ports face in providing services to the commercial fleet. They are trying to find out what they can do to help local fishermen sell local, and sell to schools. They call it a "Value Added Chain". The Ice Machine project came up and was discussed at length. Having Paul there to talk about specifics was crucial. We came away with assurances that there are additional grant opportunities available and they were going to assist us to identify those grants and perhaps assist in the application. USDA was one that

was suggested and of course I didn't turn it down however, the Port did consider that avenue and decided the federal grant application process and reporting is onerous and time constricted. We will certainly look into what they have and consider all avenues. The result of the feasibility study will help us decide what the next steps will be.

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**SALMON HARBOR MANAGER:**

**Donna Train:** Felt it was a great joint meeting Monday night. She was impressed with Paul and his staff, they did a very nice and professional job.

The topic about the crabbing issues prompted her to do some research and she found that the closure started at the California border, then was moved up to not be allowed beyond Coos Bay, and now it goes all the way up to Heceta Head. She is concerned that this is going to affect both our commercial and private crabbers. From what she read if the crab is cooked whole and eaten someone could potentially die.

Steve agreed that the evening was very nice, but he felt that the parking lot at night was very dangerous. Donna is going to mention that to Salmon Harbor.

**S.T.E.P.:**

**Deb Yates:** They finished the spawning today. There are two M.I.S.T.E.R. boxes that they are trying out. The thought is, if everything goes well they may just use the M.I.S.T.E.R. boxes exclusively from now on. There were 100,000 eggs sent to Rock Creek hatchery and then they will raise them and then bring them back as smolts.

**COMMISSIONERS:**

The commissioners all agreed that the Joint Meeting Monday night with the Salmon Harbor Management Committee and the Douglas County Commissioners went very well and was successful.

**Steve:** Attended the dredge celebration in Bandon, and he commended Charmaine. When she walked into the room she knew everyone in there and they all knew her. He was very impressed with how she has represented the Port of Umpqua.

**Barry:** Discussed the crab closure and how it can affect the commercial crabbers, especially if it stays closed past Christmas, because there is a big market for Dungeness during the holiday season.

He explained how the rules work when crabbing is closed in one state but open in another and why the commercial boats don't just go to where the crabbing is open and going well. If they were to do so, then they can't go back to their original state for 30 days. Warm water is what causes the toxin. When the water gets colder it will kill the toxins.

**Charmaine:** Savannah Wright is a graphic designer and she is working with her to create a brochure letting people know we have the Annex available to rent for functions or meetings. The idea is to put these in various places like restaurants to get the word out.

**Adjourn:** The meeting was adjourned at 7:50.

The next Port of Umpqua Regular Meeting will be held December 16, 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:**

**10/30/15**

**Commissioner questions from check signing at end of the month to be included in the November 18, 2015 minutes:**

**Steve:** What is the Journal Commerce Trade? A publication we had to advertise the Public Contracting Policy in.

Was Kevin Ladd's check within his bid? Yes.

What is the check to the Douglas County Tax Collector? It's for Marketron's portion of the parking lot.

**Questions from check signing at the November 18<sup>th</sup> meeting:**

**Barry:**

Why are we giving the Reedsport Christian Church \$150? It's a refund of their cleaning deposit for renting the Annex on 11/15/15. They left the Annex clean & set up the way it was supposed to be, so we refund that deposit back to them.

**Steve:** Hoist Cable again? Yes it got really tight at the drum and it made it kink up. We just replaced it in June, this has never happened before but it needed to be replaced before crabbing season.

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Steve Reese, President

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Karen Halstead, Admin. Assistant