

Port of Umpqua

Regular Meeting Minutes
Wednesday, December 16, 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
Secretary Barry Nelson
Treasurer Lee Bridge

****It was noted for the record by President Reese that with three Commissioners present there was a quorum****

Commissioners Not Present:

Vice President Keith Tymchuk
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, the agenda was accepted by consensus.

APPROVAL OF MINUTES:

The draft version of the minutes for November 18, 2015 was presented for approval.

Commissioner Nelson made a motion, 2nd by Commissioner Bridge to approve the minutes as presented. Motion passed by unanimous vote of the quorum present.

APPROVAL OF BILLS:

Commissioner Nelson moved to approve payment of checks in the amount of \$4,139.55 to be paid out of the General Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote of the quorum present.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Longevity Credit and Rate Lock Agreement SDIS – Debbie McKinney:

Debbie McKinney: The Port has been with Special Districts for their property and liability insurance needs for a very long time. SDIS is again offering a longevity credit if The Port will renew for two years there will be \$2,158.00 taken off of the premium, to be paid in two increments of \$1,079.00 paid in January 2016 and 2017. It was her recommendation that The Port stay with SDIS.

Barry: No long term issues such as having a change to this in a year from now?

Debbie: There hasn't ever been a problem in the past, and there haven't been any big increases. There were even a couple of years when there was no increase in the premium at all. The Port is a very unique situation and it would be very hard to find a private carrier who would insure the docks, or the different operations like The Port has.

- ✓ Commissioner Nelson made a motion that the Port of Umpqua continue participation in the Special Districts Insurance Services Property and Liability Program through December 31, 2017 in order to receive the Longevity Credit and rate lock guarantee, and that the Port Manager is authorized to sign on behalf of the Port the Special Districts Insurance Services Longevity Credit and Rate Lock Agreement, 2nd by Commissioner Bridge. Motion was passed by unanimous vote of the quorum present.

2. Property & Liability Insurance Renewal – Debbie McKinney:

Debbie McKinney: The premium went up \$413.00 and this equals about a 3% increase which is very good. The building, dock and property values all trended up by 2%, so with that you have more value in your insurance. There is still earthquake and limited flood; they won't insure the docks for flood, nor would anyone else.

- ✓ Commissioner Bridge made a motion to approve payment to Special Districts Association of Oregon of \$13,660 for continued Property and Liability insurance as presented for 2016 to be paid from the General Fund, 2nd by Commissioner Nelson. Motion was passed by unanimous vote of the quorum present.

3. Board Members contacting Legal Counsel:

Charmaine: At the last couple of meetings there has been discussion on whether or not individual Commissioners should contact legal counsel or Special Districts independently if they have a question, or if The Port should establish a point of contact.

Looking at the bylaws adopted by the board when the IGA with the state was adopted it states *“the Commission President and/or Port Manager may request any legal advice that may be needed in dealing with matters pertaining to the welfare of the Port. Individual Commissioners should direct request for information from contracted service providers through the President and/or Manager to avoid incurring personal charges for unapproved contact.”*

John Wolf, legal counsel for The Port called asking what this agenda item was for and when he was advised of this topic he said he completely concurred that establishing a point of contact as the way to deal with this situation was the exact way to handle it.

No motion was needed, this was a follow up to a previous question asked by Commissioner Jones on how this situation should be handled.

4. OCZMA annual dues:

Charmaine: The Port had received a letter and a bill for the Commissioner’s review. Please note there has been a change to their organization. In the past they had an Executive Director, but instead of filling that position they have decided to have the Association of Oregon Counties (AOC) handle these duties.

Barry: Is on the Executive Board for OCZMA and they have been working on this topic for about a year. The bylaws have been updated and AOC has made some changes in the website making it more uniform with all of the other county information they work with. At the next board meeting they will officially vote to finalize it. It’s a cost saving measure and the AOC are very skilled at what they do.

Steve: Do you think we will start getting more information from OCZMA this next year, like we did when Onno Husing was the Executive Director?

Barry: Yes, and they are working with OCZMA on what their expectations are. He feels it is worth the membership dues requested, and he recommended that The Port renew.

- ✓ Commissioner Nelson made a motion to approve the annual membership dues to OCZMA in the amount of \$500 for FY 2015-16 to be paid from the General Fund, 2nd by Commissioner Bridge. Motion was passed by a unanimous vote of the quorum present.

After the vote Steve requested that a list be compiled showing all of the membership organizations that The Port is associated with.

Charmaine had been considering doing all of the membership renewals at one time. She said she would bring a list consisting of the organization, the dues amounts and a brief description of what each group has to offer.

REPORTS:

STAFF REPORT:

The dock in Winchester Bay brought in \$529.00 for the month of November.

This morning the latest news on Federal funding was included in an e-mail from Ray Bucheger that was forwarded on to the Commissioners. The Omnibus FY 16 Appropriations bill passed the Senate this morning including \$50 million for Small, Remote, or Subsistence Navigation and \$135 million for Deep-Draft Harbor and Channel dredging. The small port funding is up from \$42.5 million in 2015. The deep harbor and channel funding is down from \$165 million in FY 2015. This is just a brief bit of the information, if anyone wants more it is included in that e-mail forwarded earlier.

A few months ago it was brought to the board that Dana Ferguson was requesting to bring in a small fish buyer's shack to be placed somewhere on or near The Port property at the dock. Dana brought in a map to show where he wanted to put it. It was discussed with Paul at Salmon Harbor who contacted County Planning. Since it had been brought up, we hadn't heard any more about it for a while.

Yesterday it arrived, and instead of being a "shack" it is actually a 12' x 24' building. Right now we are trying to figure out where to place it. It's a work in progress.

Paul: Had advised Dana after the building arrived that he needed to make sure it would be allowed to be placed in some of the spots that had been suggested because of flood plain issues, and that there would probably be flood plain certificates he'd need to get. He had insinuated that it would be a small shack but it's a lot bigger than he lead everyone to believe.

Paul and his staff are going to work with Dana tomorrow to try and figure out a place to put this building so that it will still allow use of the dock and require the least amount of shuffling it around out there. There are still some issues that need to be worked out. Dana wants power in it which will require an individual meter that they can bill him from, and if he wants to pipe in water there will be more issues to deal with. Salmon Harbor plans to work with Charmaine to get this all figure out.

Yesterday at the DCIDB meeting in Roseburg, Paul and Savannah made a very impressive presentation requesting some dredging grant funds. DCIDB was very receptive in getting a chance to do something for Salmon Harbor and Western Douglas County.

BST has the feasibility study for the ice machine started. It is expected to take between 6 to 8 weeks.

Fred Wahl, with the help from The City has submitted a Connect Oregon VI Grant application and The Port is trying to find a way to show their support.

SALMON HARBOR MANAGER:

Paul: Salmon Harbor's request of DCIDB was for \$100,000. They are facing a dilemma because Charleston doesn't have their permits. Salmon Harbor has applied for the applications for their permits but at this time they only have \$35,000 set aside for the dredging. At the beginning of the next fiscal year which starts July 1, 2016, they hope to put

another \$35,000 aside but that isn't going cover the costs for all of the dredging that needs to be done. Paul has been told that the dredging they need right now is going to run over \$100,000 and Salmon Harbor simply doesn't have that.

The first line of DCIDB'S mission statement under the heading "strategies" says "they are there to help retain jobs in existing businesses and industries". So, when Salmon Harbor asked DCIDB for the funds the request was based on 38 family wage jobs that would be negatively affected if the dredging didn't get done. This includes those employed at Reedsport Machine & Fabrication as well as all of those in our local fishing fleet.

Charmaine: For clarification, Salmon Harbor did not get the money. DCIDB makes recommendations to the Douglas County Commissioners, and they are the folks who will say yes or no, but, DCIDB was very eager to make this recommendation.

Paul: Passed out some pictures of the lower section of The Port dock, which showed damage at the dock. (These pictures are available in the On-Line Pkt). He explained in detail the damage and the options of how this it can be fixed. Paul offered to do some research and have some specialists take a look at the dock to get more information on options of how to fix damage.

Steve: Asked Paul to get more information and possibly some quotes worked up and bring it back to The Port. It looks like something that needs to be addressed right away.

S.T.E.P.:

Deb Yates: Between Rock Creek and the S.T.E.P. hatchery they have 170,000 eggs that are very robust and healthy. It is looking like it may be a very good year.

COMMISSIONERS:

No reports.

The meeting was adjourned at 7:44 p.m.

The next Port of Umpqua Regular Meeting will be held January 20, 2016 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:**

11/30/15

Commissioner questions from check signing at end of the month to be included in the December 16th minutes:

Steve: What is the "Before", "Interim" & "After" marked on the Balance Sheets for?

A: We use the balance sheets as a double check. Before we write any checks we print the “Before” balance sheet and when we are done we print the “After”. We then subtract the “after” from the “before” and it should equal the total amount of all the checks that were written. When Charmaine does payroll on the same day as I write checks there is an “interim” report. She prints the “before” report and when she is done with payroll, she prints an “Interim” then when I’m done writing checks for the bills I print the “after” and balance it against where we started.

Steve: On the AT&T bill for the dock assistant’s cell phone, do you ever check and make sure that only business calls are made or received on the phone?

A: Charmaine does and at one time there were calls coming in to him, so he purchased his own personal phone. Now there are only business calls on the phone that The Port pays for.

Lee: Is it cheaper to buy your stamps by the roll?

A: We haven’t checked into any other options.

Lee: Who is your local internet & phone provider for The Port?

A: Frontier.

Questions from check signing at the December 16, 2015 meeting:

Barry: Speer Hoyt, is that something extra from what we already paid him?

A: He isn’t on retainer like Dave was, we pay him by the hour. Those were charges incurred this month, separate from what we did last month.

Steve: Why is there a hyphen after the name City of Reedsport- on the check for the water bill?

A: We have a customer set up for City of Reedsport, and a vendor for City of Reedsport. You can’t have the same name in QuickBooks for two different “accounts” so the hyphen is how we differentiate between the two.

Steve Reese, President

Karen Halstead, Admin. Assistant