

## **Port of Umpqua**

Regular Meeting Minutes  
Wednesday, January 20, 2016 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 was one addition to the agenda, item #3 – A Budget Committee Application from Jessica Terra. With that one addition, the agenda was approved.

### **APPROVAL OF MINUTES:**

The draft version of the minutes for December 16, 2015 was presented for approval.

Commissioner Tymchuk made a motion, 2<sup>nd</sup> by Commissioner Nelson 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 \$3,659.23 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Tymchuk. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

There was none.

**REGULAR BUSINESS:**

**1. Associations & Memberships dues review**

In the past the board requested a list of groups and organizations that The Port pays membership dues to. That list was provided to the board. (This list is available in the on-line packet).

One possible motion was to approve membership to all of them now, or they could continue with approving them as they come up for renewal to give the Commissioners a chance to discuss them. There were four groups on the list that renew on a Calendar basis and were up for renewal now.

There was discussion about whether or not there was a desire to renew with some of the groups on the list, and how valuable others were to The Port. It was decided to approve those that were up for renewal now, and approve the others as their membership renewal dates came up.

Commissioner Tymchuk made a motion pay membership fees of \$100 to the Lower Umpqua Economic Development Forum (LUEDF), \$25 to the Reedsport/Winchester Bay Chamber of Commerce, \$225 to Pacific Coast Congress of Harbor Masters and Port Managers (PCC), and \$100 to the Salmon/Trout Enhancement Program (S.T.E.P.), 2<sup>nd</sup> by Commissioner Jones. Motion was passed by unanimous vote.

**2. Main Street Façade Improvement request for additional funding**

**Katie Lockard – Main Street Program Coordinator:**

She passed out sample pictures of enhancements that have been completed from previous façade grant cycles in the community. (These are available in the on-line packet). The second round of grants were issued, and all of the businesses receiving those grants have completed their work. When the Main Street Program group surveyed those who have participated, the responses were all overwhelmingly positive. Now the Main Street Program is working to keep the program going. The Urban Renewal District has donated \$10,000 for businesses within the Urban Renewal District (downtown). The Main Street Program is now working to match those funds for mid-town and uptown.

**Barry:** Is this available to businesses in Winchester Bay? This is available right now to the Reedsport area. Jonathan Wright brought up the fact if merchants from Winchester Bay were to approach them wanting to be involved in this type of program, they would happily help them with that process.

**Charmaine:** When will you need the funds? Katie replied when the fund matching for uptown has been completed. There is also work to be done to revise the application process now that there have been a couple of cycles.

**Steve:** This is an excellent economic opportunity and fits well within The Port's Strategic Business Plan.

There was discussion about how and when the funds will be allocated. The Main Street Program will not receive a check from The Port until all of the matching funds have been secured.

- ✓ Commissioner Tymchuk made a move to allocate \$2,000 to the Main Street Façade Improvement Fund for middle and up town grant opportunities for round three of the grant program, 2<sup>nd</sup> by Commissioner Nelson. Motion was passed by unanimous vote.

### **3. Added: Budget Committee Application: Jessica Terra**

- ✓ Commissioner Tymchuk made a motion to approve the application to serve on the Port of Umpqua Budget Committee from Jessica Terra for the term ending December 31, 2017, 2<sup>nd</sup> by Commissioner Bridge. Motion was passed by unanimous vote.

## **REPORTS:**

### **STAFF REPORT:**

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$433.77 for the Month of December 2015. Crab season is under way.

A letter has been sent regarding the staff rate increase to the fishermen and buyers, and we have not heard anything back on that. As of March 1<sup>st</sup> we will start charging the approved increased rate of \$13.50 up from \$12.00 for the staff fees.

---

BST Associates, Ice machine feasibility study status: They plan to have a preliminary report by the end of this month and a completed report by the end of February. Dana Ferguson received a call from BST asking if he would buy ice if it was available, he said he would. Charleston has shut down their ice services so Dana is now having to bring it down from Garibaldi.

---

Salmon Harbor dredging: Charmaine and Paul Stallard reported last month that at the last DCIDB meeting Salmon Harbor had applied for a \$100,000 grant to help with harbor dredging, and that the folks with the DCIDB were very receptive to the request and said they would be happy to recommend this to the Douglas County Board of Commissioners. The \$100,000 would come from Lottery Funds that DCIDB has in a line item in their budget that is listed as economic development. In the meeting binders Charmaine provided the Port Commissioners with an email exchange so they could review conversations between Douglas County Commissioner Chris Boice, DCIDB Chair Dave Sabala and Alex Campbell with the Partnership for Economic Development. (This e-mail exchange is available in the on-line packet).

The topic of the e-mails start with Chris suggesting to Dave that they hold off on the \$100,000 grant. It appears Chris feels that Salmon Harbor along with The Port already have the funds to put toward paying for the dredging themselves. He also brought up the IGA and where it states

that anything the county contributes, The Port has to equally contribute. At some point in the e-mails the Ice Machine project was brought into the conversation.

Chris suggested that to stay in compliance with his understanding of the IGA that DCIDB split the \$100,000 between the dredging, and the ice machine project. The Port would then pay \$50,000 toward dredging, and the remaining balance of the Ice Machine project.

Discussion: Does the Port want the County to share in the purchase of the Ice Machine?

**Charmaine:** Alex and I talked after the DCIDB meeting yesterday and he wanted to know if the offer to split the projects in order to comply with the IGA would be agreeable to the Port. I told him I would approach the board at our meeting today and let them know.

In her opinion that was not the direction they wanted to go with the Ice Machine project. The Port hadn't planned to reach out to the county requesting any funds for this.

**Keith:** Was frustrated with the discussion and the fact that Chris indicated he was going to advise DCIDB to not make the transfer of funds to Salmon Harbor. He e-mailed Chris and asked him why would he recommend that these dollars not go toward economic development in Western Douglas County? Especially since these are not county dollars, they are pass-through dollars that the state lottery makes available for economic development. Chris doesn't see them in the same way, he believes they are county dollars because the state gives them to the county, and the county then decides who should receive them and passes them through DCIDB.

Because of The Port's financial status, and the requirement through the IGA Chris feels The Port has the economic ability to fund half of everything that goes on in Salmon Harbor. In trying to make a point to Christ, the Ice Machine project was brought up as well as the fact that The Port had not nor did they intend to ask the county to fund half of the ice machine project. It all comes down to the fact Chris feels the grant funds are county dollars.

**Steve:** The lottery dollars are the same scenario as the Wagon Road Funds, which also go to the county, and are then are passed through to Salmon Harbor via The Port. In fact the addendum for the Wagon Road Funds states "nor should the Wagon Road Funds be considered to offset the contribution of either county or port". They "go to" the county, but they are not county dollars. The Port could use this example to make a point with Chris.

**Donna Train – Representing SHMC:** DCIDB had approached Paul and recommended that Salmon Harbor apply for this grant money. Paul and Charmaine were very encouraged by the response from DCIDB to the request. Salmon Harbor thinks that someone from the county's management and finance department contacted Chris and told him the details from the budgets of The Port and Salmon Harbor. Paul would have never sought out the grant money if he had not been encouraged to do so.

**Keith:** Reminded Chris that there have been a lot of grant dollars that have gone to Salmon Harbor, that neither the County nor The Port had equally contributed to. That didn't seem to make a difference in his thinking.

**Charmaine:** The dredge will be going to Gold Beach when it is done in Bandon. Paul had thought Salmon Harbor could get it next but, Gold Beach has an upland disposal site so they will be able to use it next, this year. It looks like Salmon Harbor is not going to be getting any dredging done until 2017 but, when their time does come Dave wanted it to be known that Salmon Harbor will have the funds to pay for it if they were to receive this grant. On their own, Salmon Harbor will not have the funds. Chris has said that there is money sitting in Salmon Harbor's budget that could be used for the dredging, but that is not the case. That money is in reserve accounts already earmarked for other uses.

**Carey:** Would like to hear what the reasoning is from the county finance person. He would like The Port to take care of the funds needed for the Ice Machine project, and if there are any funds available use them to help Fred Wahl. There is no reason to share ownership of the Ice Machine.

**Charmaine:** Dave did tell her he was afraid that this opportunity was going to be missed, that they won't be able to help Western Douglas County and he feels they need to. DCIDB is in favor of the grant, but they are the advisory board, and do not make the final decisions.

By consensus the board agreed to move forward on the path they were already on. That being they will continue with the feasibility study for the ice machine. They do not plan to request any financial help for that project, and they will wait and see how things work out for the dredging grant request.

---

#### **SALMON HARBOR MANAGER:**

**Donna:** She encouraged the Commissioners to come to the SHMC meeting February 3<sup>rd</sup> at 10 a.m. They will be discussing a proposal from one of the commercial fishermen who wants to attach a building to one of the docks in the East Basin and make it into a fish market. This will completely change the look of the East Basin but, it will also be a new business. They anticipate there may be a lot of discussion mainly because there is already a similar business in the area and that business owner doesn't want the new business to come in. Charmaine will forward the SHMC meeting notice and agenda on to the Commissioners as a reminder about the meeting when she receives it.

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

**Deb:** This year there was only a 9% egg loss, and only a 9% egg loss at Rock Creek Hatchery where they send part of their eggs. This is a lot better than last year. The fish hatched early, are very healthy and they should be big enough to move into the trough for feeding very soon.

There is a new program at the elementary school called the "Egg to Fry" program. The kids have four aquariums with eggs and they are responsible for monitoring the temperature and size. The fish have all hatched and the kids will have them until they are big enough for feeding. At

that time they will go back to S.T.E.P. where they will be fed and when ready, released into S.T.E.P. creek. If any of them come back to that creek they will know they were fish from the school program.

Deb invited everyone to the S.T.E.P. annual meeting and dinner this Saturday, January 23<sup>rd</sup> at the Winchester Bay Community Center starting at 5:00 p.m.

**COMMISSIONERS:**

**Steve:** Would like to have a workshop to discuss the IGA and for the annual review of the Port's Business Plan.

**Charmaine:** In the recent discussions between Dave Sabala and Alex Campbell the suggestion has come up that the IGA may need to go away, especially in light of all the controversy recently over the Salmon Harbor grant request. This concept has also been discussed in Port meetings of the past.

At 8:02 p.m. Steve Reese closed this portion of the meeting to go into Executive Session.

**EXECUTIVE SESSION:**

**Pursuant to ORS 192.660 (2) (e) Regarding Real Property Transactions**

At 8:30 p.m. the Commission came out of Executive Session.

The meeting was adjourned at 8:31 p.m.

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

**Commissioner questions from check signing at end of the month to be included in the Jan. 20th minutes:**

**Carey:** What was the check to Crown Roofing for?

**A:** Two of the back offices in the building flooded and Crown Roofing were called in to check the leak, while they were up there they found one of the drains completely plugged and they cleaned it out.

**Commissioner questions while signing checks at the Jan. 20<sup>th</sup> meeting:**

**Steve:** Who is Speer Hoyt?

**A:** It's the law firm where John Wolfe, the Port attorney works.

---

Steve Reese, President

6

---

Karen Halstead, Admin. Assistant

Minutes – January 20, 2016  
Recorder – Karen Halstead