

# **Port of Umpqua**

Regular Meeting Minutes  
Wednesday, March 16, 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  
Asst. Secretary Carey Jones

## **Commissioners Not Present:**

Secretary Barry Nelson  
Treasurer 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.

## **APPROVAL OF AGENDA:**

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

## **APPROVAL OF MINUTES:**

The draft version of the minutes for the Work Session on February 23, 2016 was presented for approval.

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

## **INTRODUCTIONS:**

Victoria Binning, Southwestern Oregon Food System Collaborative (SOFSC), she had come to the meeting to familiarize herself with the Commission and talked about an event in May called the Dock Side Discussion that she is planning. The objective will be to invite

fishermen to come and discuss the opportunities and challenges in the fishing industry and then use that information to see if the fishing industry on the South Coast can be enhanced.

**APPROVAL OF BILLS:**

Commissioner Tymchuk moved to approve payment of checks in the amount of \$11,172.51 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

Deb Yates, Reedsport Oregon: The CDABA St. Patty's Day trivia challenge/pub crawl will be from 5 - 8 p.m., tomorrow night. All the funds raised will go to the Main Street Program's general fund.

**REGULAR BUSINESS:**

**1. Ice Machine Project**

Charmaine presented the updated Pro Forma reflecting the changes that were discussed at the February 17<sup>th</sup> meeting. Using the same information Paul had submitted to Hyland Refrigeration, Charmaine submitted it to two other firms, NorthStar and Permacold requesting bids or quotes. She also requested that they submit any other ideas they may have for the configuration of the ice machine project.

**Steve:** Are we required to have an engineer drawing for the permit process? Paul and his staff would have to answer that. They are taking care of that type of information as part of their in-kind participation of the project.

**Steve:** To cover all bases it would be a good idea to send the job of pouring the cement slab for the ice machine out for bid even though Salmon Harbor has offered to do it as part of their in-kind services on the project,

**Carey:** A couple of the fishermen have voiced their concern that the ice machine will be storing ice in totes vs. being able to use an auger to shoot it directly into the boats holds. That may be a future project but, the decision has been made to proceed with the planned machine that stores the ice in totes.

When the numbers are in, the Commissioners plan to invite the local fishermen to a meeting for their input. It may be a regular meeting, or a special mid-month meeting depending on when those numbers are ready.

Now that the feasibility study is done and BST has been paid, Charmaine has submitted for the Port Planning & Marketing grant that was awarded to The Port which will cover three quarters of the price for that study.

## **REPORTS:**

### **STAFF REPORT:**

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$6,515.18 for the Month of February 2016.

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We talked about our business plan at our work session a couple of weeks ago. It was agreed that the board was not interested in redoing the strategic business plan that was completed in 2011. There was discussion at OPPA that some legislators might want to see Ports redo their business plans every 5 years. I informed Dave Harlan with Oregon Ports Division of the board's views and that we review and amend our plan at least annually and sometimes more often as necessary and that the current plan is serving the Port well. Dave agreed that the Port of Umpqua has been diligent in reviewing our plan, and sticking with it. He agreed that there is no reason to redo it at this time.

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Sell the dock: In the past there have been inquiries into the possibility and legalities of selling the Umpqua River Dock. Still looking into that, have gotten some feedback and we have the okay from the state. Now waiting to find out any information we need from DEA.

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Transportation Visioning Session SWACT: Attended the Governor's Transportation Overview Panel and they gave information on a 30 year plan instead of the usual 5 year plan. Very interesting. Right now marine mobility isn't involved much in the plan but, they are really looking to do a marine plan as well. There was also discussion about the fact that ports aren't mentioned in the Tsunami Emergency Plans and should be because they will be very important at that time.

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Connie from SDAO brought up and others voiced their agreement on the need for some kind of a freeway traveling east to west that would help bring the South Coast into the discussions when bringing in industries. Also working on getting rail traveling in the same direction.

**Keith:** Asked that the next time there are Tsunami discussions that Charmaine ask OPPA and/or PNWA if, in the event there is a Tsunami of major size do they plan any lobbying of the government to be allowed access to the Harbor Maintenance Fund for breakwaters and jetties, because Oregon's jetties will be in need of immediate repair.

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Meeting with Congressman DeFazio Friday as well. Talked Ports with SCPC brought him up to speed on issues on the South Coast and thanked him for his significant effort and support for Oregon Ports in Washington DC. Did bring up what is happening at Fred Wahl and that adds another justification for our need to keep our channel dredged.

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What is the status of each Commissioner regarding the SEI? Do you need to come into the Port to respond to the email sent by the Ethics Commission? E-mails should have gone to

each Commissioner already, Steve received his on March 15<sup>th</sup>. Reminder that the e-mail address starts with “ogec” and really doesn’t stand out.

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**SALMON HARBOR MANAGER:**

**Donna Train:** Paul recently received a call from the county requesting Salmon Harbor to start paying \$85,000 per year for central services such as legal counsel, HR, payroll etc. that the county has provided in the past. They did not say they were going to charge Salmon Harbor for sure, but they did talk about it.

What brought this about was the county had seen some of the un-appropriated accounts Salmon Harbor has budgeted for to complete various projects. There is no other known department in Douglas County who are charged for these services.

Also, Caryn Hamner, Salmon Harbor’s office manager, was recently injured in a serious car accident so Salmon Harbor had to do an emergency hire to fill her spot while she is out. When she gets back they plan to have this person go through training with Caryn and this extra personnel charge was added to the budget. This too was questioned.

Donna and Paul have talked about checking with Chris Vaughn to see what he’d charge for doing payroll, and possibly finding legal counsel that could be used on an as needed basis like The Port does with John Wolf.

**Keith:** Which Commissioner led this discussion? Donna thought it was Commissioner Boice. He agreed to it was a wise decision to find out what it would cost to contract out for some of these services.

One area Salmon Harbor can’t contract out for is Management & Finance. All bills to Salmon Harbor have to be approved and then sent to the county who writes all of the checks. The Port takes care of the billing in-house but, The Port doesn’t have the volume of bills that Salmon Harbor has.

The first question that should be asked of the county is how the \$85,000 is being broken down between the different areas of service and they need to ask if there are any other departments in the county being charged for these services.

A couple of possibilities discussed were to contract with The City for Human Resources and background checks when they are needed.

**Charmaine:** The Association of Counties may do it, Special Districts does background checks for the ports.

**Steve:** Requested that The Port get a quote from Salmon Harbor for the cost of the in-kind services they have offered to do when they pour the cement slab for the ice machine.

**COMMISSIONERS:**

**Keith:** Has had several conversations with Mike Hinrichs and Chuck of Jordan Cove regarding the recent FERC denial of the Jordan Cove LNG pipeline. As of this week they are planning on providing FERC with the information that FERC felt was not provided and Mike and Chuck do believe there is enough economic benefit to the community that the application should go through. They assured Keith the Jordan Cove LNG project is not giving up. The headlines all read FERC denied Jordan Cove LNG which is not the case, FERC denied the pipeline.

**Jonathan Wright, City Manager:** The City will have measure 140 on the ballots, it is for a .03/gallon gas tax to be charged seasonally from April to October. The plan is to use the money raised to cover some of the shortcomings for work on the levy system. It's estimated that this could generate about \$100,000.

As of the end of the year the county will no longer fund the libraries so there will also be a ballot measure for the library to become a special district. The ramifications of the library becoming part of the taxing district is that the funds will come out of the dollars generated for other taxing districts including The City, The Port and the hospital. For our area that could amount to as much as \$60,000. Unfortunately when you fill out your ballot you'll have to decide if you want the library and give up other things in the community.

**Carey:** If the library does become a taxing district would the county still have control over their operations? No, it'll be just like The Port, they would have their own oversight committee, their own budget, etc.

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

Monday they received all of their fingerlings from Rock Creek. These fingerlings appear to be about a month behind those raised at S.T.E.P. Fin clipping will be in Mid-May and since there is no longer a Fall Chinook season they will only be clipping the adipose fin which will speed up the fin clipping process.

The M.I.S.T.E.R. system generated very healthy fish and this year there was only a 2-3% egg loss. It works beautifully.

Because the UFA gave up their hatchery, S.T.E.P. may be getting permission to have 30,000 more Fall Chinook eggs which would give S.T.E.P. a total of 200,000 eggs.

**The meeting was adjourned at 7:43 p.m.**

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

**2/29/16**

**Commissioner questions from check signing at end of the month to be included in the March 16, 2016 minutes:**

**Keith:** Mentioned he was happy to see the new backup Dock Assistant had gotten his first check.

**Questions from check signing at the March 16, 2016 meeting:**

**Carey:** Why are we buying propane from Bassett Hyland instead of Salmon Harbor? We have an account w/Bassett. Commissioner Jones asked that The Port check into that, he says Salmon Harbor is .35 cheaper.

**Steve:** Is this check the final payment to BST Associates? It's the only payment we will be making to them.

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Steve Reese, President

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Karen Halstead, Admin. Assistant