

Port of Umpqua

Regular Meeting Minutes
Wednesday, July 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
Treasurer Lee Bridge
Asst. Secretary Carey Jones

Commissioners Not Present:

Vice President Keith Tymchuk
Secretary Barry Nelson

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:

Charmaine added S.T.E.P.'s Request for Funding – Item #8. With this one addition the Agenda was accepted as presented.

APPROVAL OF MINUTES:

The draft version of the minutes for June 15, 2016 was presented for approval. Commissioner Bridge made a motion, 2nd by Commissioner Jones to approve the minutes as presented. Motion was passed unanimously by “yeah” votes from all Commissioners present.

APPROVAL OF BILLS:

Commissioner Jones moved to approve payment of checks in the amount of \$6,804.02 to be paid out of the General Fund, 2nd by Commissioner Bridge. Motion was passed unanimously by “yeah” votes from all Commissioners present.

PUBLIC COMMENT:

County Commissioner Chris Boice:

Addressed the Port board regarding a new copy of the Douglas County, Port of Umpqua and Salmon Harbor IGA. Douglas County Legal Counsel created a new version of the IGA using the original and the added all of the amendments that had been made over the years into a new single contract.

Steve: The Port did take the County’s version to The Port’s Legal Counsel and discussed the fact The Port feels the current IGA is outdated. Salmon Harbor has grown quite a bit since the formation of the original IGA and The Port is working to reflect those changes in a new IGA. Port Counsel has contacted County Counsel regarding the Port’s requested changes. That is where it stands right now.

REGULAR BUSINESS:

1. Election of Board Officers Fiscal year 2016-2017

Steve: The options are to nominate Commissioners for new positions, or to have the Commissioners keep the position(s) they currently hold.

- ✓ Commissioner Jones made a motion to approve the Port of Umpqua Board of Commissioners the keeping their current positions for the FY 2016-2017, 2nd by Commissioner Bridge. Those positions are as follows:

President:	Steve Reese
Vice-President:	Keith Tymchuk
Secretary:	Barry Nelson
Treasurer:	Lee Bridge
Assistant-Secretary:	Carey Jones

Motion was passed unanimously by “yeah” votes from all Commissioners present.

2. Committee and other Appointments

Carey: If we decide to keep the same Committee appointments is it required to name each position and who is assigned to it in a motion? No.

The board approved by consensus to maintain the appointments as they stand.

3. Ratify and approve contract with Highland Refrigeration

Charmaine: The contracts referred to in agenda items #3, 4, 5 and 6 for ratification are located at The Port office and are available upon request for any Commissioner to look at them. They have already been signed and are in effect. Legal Counsel has advised that the Port of Umpqua Board ratify and approve the contracts after the fact.

All of these contracts have been prepared and reviewed by Port Legal Counsel prior to being provided to the contractors for signatures.

- ✓ Commissioner Bridge made a motion to ratify the contract terms and the Port Manager’s execution of the contract with Highland Refrigeration in the amount of \$81,380, 2nd by

Commissioner Jones. Motion was passed unanimously by “yeah” votes from all Commissioners present.

4. Ratify and approve purchase agreement with Pac-Van

- ✓ Commissioner Bridge made a motion to ratify the terms and the Port Manager’s execution of the purchase agreement with Pac-Van Container Rental and Sales in the amount of \$9,100 for the Refrigerated container, 2nd by Commissioner Jones. Motion was passed unanimously by “yeah” votes from all Commissioners present.

5. Ratify and approve contract with Reese Electric

- ✓ Commissioner Bridge made a motion to approve committee and other appointments as recommended for the Fiscal Year 2016-2017, 2nd by Commissioner Jones.

Before the vote President Reese noted for the record that he has no connection whatsoever with Reese Electric.

Motion was passed unanimously by “yeah” votes from all Commissioners present.

6. Ratify and approve contract with Johnson Rock

- ✓ Commissioner Bridge made a motion to ratify the contract terms and the Port Managers execution of the contract with Johnson Rock Products Inc. in the amount of \$21,256, 2nd by Commissioner Jones. Motion was passed unanimously by “yeah” votes from all Commissioners present.

7. Ice Machine Update

Charmaine: Provided a spreadsheet to the Commissioners showing all costs for the Ice Machine project up to the current date. (This spreadsheet is available in the meeting On-Line Packet). She reviewed the spreadsheet for the Commissioners explaining the costs thus far. Next, she covered what remains to be done and paid out to complete the ice machine project.

Steve: Where do things stand regarding a new forklift? Paul is looking for a forklift as well, so Salmon Harbor and The Port are trying to work something out together and possibly share a forklift. Another item needed is a pallet jack and Charmaine is going to check for one at Oregon Tool Supply.

The logistics of how The Port will bill for the ice is still being figured out. She has been getting input from many other ports up and down the coast.

8. Step Funding Request – Deborah Yates:

Spawning season is coming up quickly and S.T.E.P. has a big enough egg allowance they will need a 2nd M.I.S.T.E.R. system. The cost of a M.I.S.T.E.R. system is \$5,750. S.T.E.P. is requesting \$5,000 from The Port and then S.T.E.P. will pay the remaining \$750.

Steve: The Port has always supported the S.T.E.P. program as much as they could because they believe it’s a very valuable organization. This M.I.S.T.E.R. is a very qualified item to support.

Charmaine confirmed with the board that it had been budgeted and approved to donate up to \$5,000 to S.T.E.P. in the 2016-2017 fiscal year budget.

- ✓ Commissioner Jones made a motion to approve the donation of \$5,000 to the S.T.E.P. program for the investment of an additional new M.I.S.T.E.R. incubator as requested by their letter, 2nd by Commissioner Bridge. Motion was passed unanimously by “yeah” votes from all Commissioners present.

REPORTS:

STAFF REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$1,178.98 for the Month of June 2016.

Paul had to go to Portland today, his mother is having additional testing and that is why he is not present at the meeting.

Charmaine will be out Friday, July 29th through August 6th, and Karen will be out from July 28th to Wednesday August 3rd so the office will be closed. There will be a note on the door to contact the President or Vice President in the case of an emergency.

SALMON HARBOR MANAGER:

Donna Train: The camping is full at Salmon Harbor and the fishing is just starting to pick up.

Salmon Harbor started a new program of charging people for water when they wash their boats. Over one of the weekends it generated \$70. The hope is for this to bring in \$3,000 in additional funds.

Steve: Where is Salmon Harbor and the Winchester Bay Sanitary District at on the previous issues regarding campers using the waste dumping station?

Donna: There is no problem with that at all anymore. There is a limit as to how many campers can use the dump station on major holidays. People don't seem to be using the facility like they did in the past.

COMMISSIONERS:

No Reports.

S.T.E.P.: -Deborah Yates:

At a 3 hour meeting between some of the S.T.E.P. board members, an ODF&W biologist and Michael Hinrichs of the Jordan Cove Project, Michael let the S.T.E.P. board members know Jordan Cove is interested in sponsoring the S.T.E.P. Salmon Derby. During the discussion it was also discovered there are quite a few S.T.E.P. projects that Jordan Cove is interested in financially helping. At the end of the conversation everyone present was very excited of the possibilities from the potential to get financial support from Jordan Cove.

Main Street Program Update-Deborah Yates:

The cycle rest stop has been completed, and there was a grand opening last Friday. There has been a lot of support in this project.

Katie Lockhart is gone, and the Main Street Board is in the process of finding her replacement. There are a couple of applicants to choose from, one really stands out. Her name is Katherine and she comes across just like Emesha used to. Main Street is really hoping it'll work out for Katherine to move here and take Katie's place.

City of Reedsport update - Jonathan Wright:

The Anchor Bay and the Economy Inn motels have both sold. These motels were bought by the same family who own other motels in many locations. There is a complete renovation being done at the Anchor Inn.

International Paper is still in escrow, it was extended by one week last Friday (July 15, 2016) so this Friday is the date it is supposed to close.

The City is four days away from completing Mitigation and Matt Ruwald of The Partnership for Umpqua Rivers (PUR) has been overseeing the project. At some point The City will need to come back to The Port to put the conservation easement on that section of the property after a legal description has been done.

The meeting was adjourned at 7:47 p.m.

The next Port of Umpqua Regular Meeting will be held August 17, 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 PREVIOUS MONTH, AND DURING THE CHECK SIGNING AT THE MEETING:**

6/30/16:

Commissioner questions from check signing at end of the month to be included in the July 20, 2016 minutes:

Jones: What are the pages we initial but they aren't checks. Those are electronic transfers for Nationwide (retirement), Oregon & Federal Department of revenue.

Jones: The check for Napa is for hydraulic oil, does the forklift have a leak? No it was for routine maintenance.

Jones: Is Pacific Source an insurance? Yes that is the dental insurance.

Reese: Is the AT & T bill for two phones? Yes, after Eric Boe left we kept the second "Dock Assistant" cell phone.

Reese: How are the pest control people doing? They are working out very well, they use all natural products.

Reese: What is Pacific Source? Dental insurance.
Checks were signed by Commissioners Reese and Jones.

Questions from check signing at the July 20, 2016 meeting:

Jones: Did he miss a “breakfast” meeting? No, Keith and Charmaine had breakfast with the Port of Coos Bay’s new CEO.

Jones: It seems like we spend a lot of money on frivolous things with Speer Hoyt.

Jones: When does the contract with Northwest Landscaping end? We are on a month to month plan, there really isn’t a contract. Will it go out for bid when the contract is over? It hasn’t in the past. It can if you know of another Landscaper that is reputable.

Jones: Leo’s is, just thought we should spread the wealth.

Reese: No questions during signing.

Discussion during the motion to approve bills:

Commissioner Reese: Asked what the bill to Frontier was for. It’s for our phones. We no longer use Frontier for our Internet service because it wasn’t compatible with the Off Site Backups that Oregon Coast Technology does for us.

Commissioner Jones: Asked what the \$40.00 charge to Speer/Hoyt (legal counsel) was for. It was for the Salmon Harbor IGA.

Steve Reese, President

Karen Halstead, Admin. Assistant