

# Port of Umpqua

Regular Meeting Minutes  
Wednesday, September 21, 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

## **Commissioners Not Present:**

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.

**\*\*Steve noted there were not enough Commissioners present to establish a quorum, therefore any action items would have to be tabled until the next meeting.**

### **ACCEPTANCE OF AGENDA:**

No changes were made to the Agenda.

### **APPROVAL OF MINUTES:**

The draft version of the minutes for August 17, 2016 was presented for approval.  
The vote to approve the minutes was tabled until a quorum is present to vote.

### **APPROVAL OF BILLS:**

The payment of checks in the amount of \$6,448.17 to be paid out of the General Fund was accepted, to be officially approved retroactively.

**PUBLIC COMMENT:**

There was none.

**REGULAR BUSINESS:**

**1. Consider Tyree Oil Inc. Lease Extensions:**

The lease for Tyree Oil, Inc. comes up for extension on November 1, 2016. Tyree actually leases two separate parcels from The Port. This year The Port received notification from Tyree CEO/CFO Nick Loellar that Tyree Oil is only interested in renewing the lease for Parcel #2. Tyree Oil will not receive their next billing until November 15, 2016 therefore, there is time for the motion to approve a lease extension for only Parcel #2 to be tabled until next month.

**Keith:** What is the cost for each Parcel's lease? This year Parcel #2 will increase to \$528 and Parcel #3 would be \$606. This increase reflects the CPI in the last quarter which was 1.7%.

**2. Special Districts Assoc. of Oregon Board Best Practice Check List:**

Special Districts has a list of 5 items that, if completed will qualify the Port of Umpqua a 10% discount on the liability insurance premium. Each item on the list is worth 2% and The Port completed them all. (The check list and what it consists of is available in the meeting On-Line packet). There was no motion needed, just the President's signature on the check list that confirms each item listed has been completed. Steve has signed the checklist and it's been returned.

**3. Office Lease Pacific Forest Management Inc.**

Pacific Forest Management, Inc., the leading providers of cruising, appraisals and forest management services have decided to lease an office from The Port in the Business Center. Pacific Forest Management has a home base out of Forks, Washington which is located on the Olympic Peninsula. They also have offices in Oregon including one that is leased from the Port of Tillamook. After considering to buy a local building, Pacific Forest Management decided to lease an office from us instead. The office rent will start at \$150/month.

**4. Conservation Easement for Fred Wahl Marine and City of Reedsport  
On Steamboat Island – Jonathan Wright:**

In 2014 The City began the boat launch expansion project and at the time approached The Port requesting permission to use a portion of Steamboat Island for mitigation that had been required as part of that project. In 2015 Fred Wahl Marine Construction approached The Port for permission to also use a portion of Steamboat Island for mitigation that was needed as part of their Facility Expansion Project at their newly acquired location purchased from American Bridge.

The two areas have been consolidated into one section and all permitting for the section(s) are being done together with the agreement that Fred Wahl will do all of the labor and The City will take care of all of the paperwork.

One of the last components of the mitigation is to record a restrictive covenant. The land has been turned into tidal mud flats. Now federal law requires that there be an easement put on the land to preclude anyone from developing it in the future and to provide reasonable access to the site. The work has all been done. Jonathan provided maps of the area (included in the on-line packet) and requested from The Port Commissioners, as the land owners, to sign the restrictive easement for the property which will allow Fred Wahl Marine and The City of Reedsport to solidify the final steps on the permits before the mitigation reporting phase.

**Keith:** Who does the approval of the completed mitigation? Oregon Department of Fish and Wildlife and NMFS.

During the project Fred Wahl and The City contracted with the Partnership for Umpqua Rivers (PUR) and used their biologist to oversee a lot of the operations.

**Steve:** Would the combining of the individual portions of property into one require another vote of the Commissioners. Jonathan explained that the verbage of the paperwork referencing both projects as included into one easement area.

**Charmaine:** Will locate the actual motions to see if there needs to be another motion from the board addressing the two easements being consolidated into one.

#### **5. Ice Machine Rates:**

Charmaine received a call from Don Mann who requested to send one of his employees here to see the new ice machine. Florence has inquired as well about when it will be ready so they could send their fleet here.

One tote has been given to Umpqua Bait who plans on selling smaller portions than a full tote to anyone wanting to buy for sport fishing, filling coolers and other reasons which would use smaller amounts. At some point The Port will come to some kind of an agreement on how to split the sales of the ice that Umpqua Bait sells but for now Alicia will sell it for how much seems reasonable to her.

A tote will hold 58.25% of a ton. Charmaine researched pricing by contacting several ports, as well as those who buy flake ice regularly. She also used the feasibility study from BST Associates to decide on a price to start with. Based on that research it's been decided for now a single tote will be \$50.

#### **6. Ice Machine Update**

There was discussion about a few issues that came up during the installation process but, all of those issues have been taken care of now. As soon as the machine was turned on it started making ice. The first round started at 10:30 a.m. in the morning, and by 3 p.m. the next day 9 totes were heaping full.

Now, working on how to go about protecting the ice machine from vandalism and the elements. Charmaine thanked Paul and the Salmon Harbor staff, saying it could have never been done without them. Steve too made it a point to thank Paul and his staff.

**Steve:** Asked if contact had been made with anyone locally who works on carrier refrigeration equipment. Charmaine mentioned they had Chambers, but Steve explained he was thinking of someone who specifically worked on trucking equipment. Charmaine is going to contact PacVan and see who they would recommend in the area.

## **REPORTS:**

### **STAFF REPORT:**

The Port Commercial Dock in Winchester Bay Brought in \$907.46 for the Month of August. Charmaine said from now on she will also report on ice revenue along with the Port Commercial Dock report.

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A new Dock Assistant has been hired. His name is George Reynolds and he is a summer seasonal worker at Salmon Harbor's fuel dock. Paul added that George will be laid off from Salmon Harbor on October 31<sup>st</sup> for 6 months. George has done a very good job working at the fuel dock which isn't easy to do with all of the mechanics to keep track of as well as using two credit card machines and a cash register.

He has also taken it upon himself to paint every bathroom on the middle spit when he wasn't busy at the fuel dock. He is the person who painted the ice machine container. George's main position will be running the ice machine and as Larry's backup. Larry will also cover for George on the ice machine if needed.

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### **SALMON HARBOR MANAGER:**

Paul has scheduled a meeting next Wednesday at 2:00 at the Salmon Harbor Offices. He to meet with Commissioner Boice to discuss a proposed, possibly shared project with the Port of Umpqua, Douglas County, the Parks Department and potentially the Umpqua River Lighthouse. Paul asked if there were any Commissioners who would attend from the Port of Umpqua. Steve and Keith both offered to go as well as Charmaine.

There has been discussion within the different entities of three different projects and the meeting on Wednesday is to get all of the groups involved to see if these smaller projects can be consolidated into one big project and to get those attending to agree to work together to make it happen.

### **COMMISSIONERS:**

**Keith:** Asked if there was progress being made to assure that the Port of Alsea and Gold Beach are going to be dredged when the dredging window opens? Roxie of the Port of Alsea has contacted the Port of Coos Bay requesting an IGA between Alsea and Coos Bay. John Burns replied to her that it is in the works, would be to her before she needed it to happen. The progress on the IGA between the Port of Coos Bay and the State is unknown at this time.

Mike Dunning of the Port of Coos Bay called Charmaine today. He had called to help clear the air about the tensions that have resulted from the State taking control the dredge Laura from the South Coast Ports Coalition and giving it all to the Port of Coos Bay. He also discussed where he stood on the situation. Charmaine felt it was a good conversation.

The only specific thing known in the IGA between the Port of Coos Bay and the State, at this time, is that the per diem will be \$800/day. Any logistics of the documentation that states exactly who will in charge or what wages will be paid to the four people who will be doing the work have not been revealed.

The meeting was adjourned at 8:00 p.m.

The next Port of Umpqua Regular Meeting will be held October 19, 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:**

**8/31/16:**

**Commissioner questions from check signing August 31, 2016 to be included in the September 21, 2016 minutes:**

**Lee:** Asked why we were holding the Marine Surveyors check. I pointed out that the actual certification cost \$225, but there was another charge for \$230 that was labeled Apportioned Expenses and Charmaine wanted it held until she returns from vacation.

**Lee:** Did not sign the Marine Surveyors check. He said he didn't feel comfortable signing it until the concern had been resolved.

Checks were signed by Commissioners Tymchuk and Lee.

**Questions from check signing at the September 21, 2016 meeting:**

**Steve:** questioned the for The World subscription.

**Keith:** No questions.

Checks were signed by Commissioners Reese and Tymchuk.

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Steve Reese, President

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Karen Halstead, Admin. Assistant