

# Port of Umpqua

Regular Meeting Minutes  
Wednesday, November 16, 2016 at 7 p.m.  
Port of Umpqua Annex  
1841 Winchester Ave  
Reedsport, OR

*THESE MINUTES ARE FINAL and APPROVED.*

## **Commissioners Present:**

Vice President Keith Tymchuk  
Treasurer Lee Bridge  
Asst. Secretary Carey Jones

## **Commissioners Not Present:**

President Steve Reese  
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 Vice President Keith Tymchuk.

## **APPROVAL OF AGENDA:**

There were no additions or deletions, the agenda was accepted as presented.

## **APPROVAL OF MINUTES:**

The draft version of the minutes for October 19, 2016 was presented for approval. Commissioner Bridge made a motion, 2<sup>nd</sup> by Commissioner Jones to approve the minutes as presented. Motion passed by unanimous vote.

## **APPROVAL OF BILLS:**

Commissioner Jones moved to approve payment of checks in the amount of \$5,833.33 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

**Jonathan Wright, Stake Holder Member of the Public:** Jonathan spoke to the Commissioners about an economic development idea he has been thinking about. He would like to see a promotional video of the local area that includes Fred Wahl Marine, the Port's Ice Machine, and other highlights the area has to offer. Jonathan requested that The Port take on this project and partner with the Chamber of Commerce to figure out the details.

It was decided this was a topic that needed to wait until all of the Commissioners were present to discuss it.

**REGULAR BUSINESS:**

**1. 2015-2016 Audit Presentation**

**Signe Grimstad, Grimstad & Associates:**

As it was last year, it was again a quiet year at The Port. Signe presented the audit in detail for 2015-2016 saying it received a clean opinion.

**Keith:** The Port of Umpqua and Douglas County are in an IGA that gives each a stake in Salmon Harbor. There is a chance that The Port may opt out of this IGA at some point in the future with the recognition that both The Port and The County have contributed to the capital position of Salmon Harbor. Would that become part of our audit process?

**Signe:** No, however we could include it in the MD&A discussions.

**Keith:** The Port may invest in a project at Salmon Harbor, how would that be listed if The Port is receiving part of the revenue as a result of that project?

**Signe:** There would be a note disclosure and any potential debt would state the obligation of The Port, as well as the purpose of the debt. It could also be listed under Commitments or discussed in the MD&A.

**Keith:** We want to incur enough revenue to cover our debt.

**Charmaine:** A discussion that The Port Commission has had several times is the fact that The Port really doesn't have a revenue stream, so they are looking for a project that could become a revenue stream. If this works out for them it will allow The Port to do more economic development.

Charmaine expressed appreciation to Signe from both herself and the Commission for coming to the meetings and covering the audit as well as answering any questions anyone has.

- Commissioner Bridge made a motion to receive the Fiscal Year 2015-2016 Audit prepared by Grimstad & Associates, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

## 2. Appoint 2017-2018 Budget Officer

- Commissioner Bridge made a motion to appoint Port Manager Charmaine Vitek as Budget Officer for preparation of the Port of Umpqua Fiscal Year 2017-2018 Budget, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

## 3. Adopt Whistleblower Protection Policy

**Charmaine:** The last time the legislature met they passed a bill that requires public and non-profit entities to have a “Whistleblower Protection Policy”. SDAO has been adamant that this needs to be done by January 1, 2017. Charmaine presented a policy (the policy is in the On-Line packet) for the Commission to adopt.

- Commissioner Bridge made a motion to adopt the Port of Umpqua Whistleblower Protection Policy as presented this date, November 16, 2016, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

### REPORTS:

#### STAFF REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$687.30 for the Month of October.

**Keith:** Is there a percentage breakdown of past years that shows how much of the total revenue was brought in by crabbing vs. all of the other seasons combined? Maybe go back 5 years. That is something staff could probably figure out.

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The December meeting falls on Wednesday December 21<sup>st</sup>, which is the Wednesday before Christmas weekend. Does the board want to move the meeting up to Wednesday the 14<sup>th</sup> instead? Keith and Lee weren't sure if they could attend on the 14<sup>th</sup> but there was no conflict from Commissioner Jones. Commissioner Reese has already said that date worked for him. At the December meeting Debbie McKinney will be presenting insurance options.

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In preparation of having the outside of the buildings painted next summer and to protect our buildings, I am having the trees and vines that were attached to the outside of the walls in the courtyard removed. They completed the project today. Cost of \$1,100.

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I had the lights on the back side of the main building, shining into the parking lot replaced. They have not worked since we moved into the buildings. Ladd electric did the work, and repaired the photo cell sensors that regulate the lights coming on at dark. Cost was \$577.04

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Our Marketron tenant informed me that she will be leaving the area when her house sells and didn't really want to sign an annual lease extension. I proposed a month to month lease which she and Marketron gratefully agreed to. She really likes having her office here. We will be sorry to see her leave, when it happens. She is a great tenant. Monthly rent for the one office is \$145.00

Our newest tenant, Pacific Forest Management moved in at the first of October. They spent the whole day trying to get their telephone connected. I am looking into a better way for tenants to get internet and phone connections through our communication room. The way we are doing it now is just not cost or time efficient.

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Ice machine signage: Charmaine passed around pictures of the new Ice Machine signs that she recently had made (these pictures are in the On-Line Packet). These signs are both in place in Salmon Harbor.

Charmaine made it a point to tell the Commissioners how much she appreciates the help that The Port has received from Salmon Harbor and others who work in Salmon Harbor. It has really helped in getting the Ice Machine up and running.

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

**Deborah Yates:** Previously stated there were no fish in the S.T.E.P. traps which forced folks to go and net some fish out at Smith River Falls. Only two of the females netted had viable eggs at the time, so far S.T.E.P. has gotten 6,000 eggs. When the volunteers went out two weeks ago to check on the fish they had netted for spawning they found that otters had taken most of the fish.

S.T.E.P. is getting their M.I.S.T.E.R.'S replaced. They had originally received prototypes, so they will send those back to the company and brand new systems will be sent to S.T.E.P.

**MAINSTREET PROGRAM:**

**Deborah Yates:** Main Street will be having a seasonal window decorating contest.

The Main Street Economic Development Committee are working to put a kayak dock down by the Bumblebee Boat Ramp. It will be specifically made for putting in, and taking out kayaks from the water.

**COMMISSIONERS:**

**Keith:** IP property sale has closed. Going to setup a local meeting with one of the company reps that purchased the property and invite some State Representatives, Douglas County and folks who involved with economic development and offer to help the new owners with whatever plans they may have.

**Charmaine:** Saw in The World newspaper today that Lone Rock Timber and Cow Creek Tribe are buying the Elliot. There wasn't a whole lot more said in the paper about the sale other than who was buying. The money from the sale will go into the common school fund where it will collect interest as well.

**Keith:**

Jordan Cove update: There is a meeting tonight for the new CEO to meet and greet interested people.

Charmaine recently asked Michael Hinrichs whether the new presidential administration would have an effect on the decision on Jordan Cove's approval. He replied he was very hopeful.

**The meeting was adjourned at 7:58 p.m.**

The next Port of Umpqua Regular Meeting will be held December 14, 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:**

**10/31/16:**

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

**Steve:** Is the \$10,900 check to Pac-Van paying for everything we owe them? Yes, they are paying for the repairs that were needed because the container had a leak and lost all of its Freon when the ice machine was first started up.

**Steve:** Are we getting any billing from Salmon Harbor for the labor they have provided for the ice machine project? No, they have done that in kind.

Checks were signed by Commissioners Reese and Tymchuk.

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

**Carey:** No questions.

**Keith:** No questions.

Checks were signed by Commissioners Jones and Tymchuk.

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Steve Reese, President

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Karen Halstead, Admin. Assistant