

Port of Umpqua

Regular Meeting Minutes
Wednesday, December 14, 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
Secretary Barry Nelson
Treasurer Lee Bridge
Asst. Secretary Carey Jones

Commissioners Not Present:

Vice President Keith Tymchuk

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 - Item #4 - Salmon Harbor Management Committee, Port Representative.
There were no other changes to the agenda.

Commissioner Nelson made a motion to approve the agenda with the additional change, 2nd
by Commissioner Bridge. Motion passed by unanimous vote.

APPROVAL OF MINUTES:

The draft version of the minutes for November 16, 2016 was presented for approval.
Commissioner Bridge made a motion, 2nd by Commissioner Jones to approve the minutes as
drafted. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Nelson moved to approve payment of checks in the amount of \$8762.72 to be paid out of the General Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Property & Liability Insurance Renewal – Debbie McKinney

Debbie McKinney said the property and liability insurance had slightly increased by \$88.00 this year and that included the addition of the Ice Machine to the policy. She recommended that the Commission retain the policy with SDAO.

Reese: Where is the longevity credit listed? Charmaine explained that in the past the longevity credit has always come in the form of a reimbursement check.

- ✓ Commissioner Jones made a motion to approve payment of \$13,748 to Special Districts Association of Oregon for continued Property and Liability insurance as presented for 2017 to be paid from the General Fund, 2nd by Commissioner Nelson. Motion passed by unanimous vote.

2. PCC Membership dues

Charmaine requested that the Commission approve paying the dues for continued membership to Pacific Coast Congress (PCC). PCC has proven to be a very valuable resource to The Port offering a lot of networking and helpful information from other Ports, Harbormasters as well as Contractors.

- ✓ Commissioner Nelson made a motion to pay the annual membership dues to Pacific Coast Congress of Harbormasters and Port Managers in the amount of \$225.00 for the 2017 calendar year to be paid from the General Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

3. Reedsport Boat Launch Expansion Project – Deanna Schafer, City of Reedsport

Deanna referred to a document that had been included in the Commissioner’s binders. (This is in the On-Line Pkt). The document(s) showed pictures of the existing boat launch, a blue print of the existing property, the blue print of the proposed completed project and an itemized budget for the project.

Deanna then gave a verbal history of the boat launch project that The City took on in conjunction with the State Marine Board in 2007. The total plan is to completely revamp the existing 20 year old launch which is now inadequate for the volume of people who use it. The launch lacks defined, adequate parking and there are no ADA compliant restrooms available.

The first phase of the project which was completed in 2010, was to purchase the property and demolish one of two existing buildings. This was done with the help of a grant from the State Marine Board and a 20% match from The City in funding and in-kind.

The budget for the second and final phase of the project is now \$1.8 million dollars. The price has increased since its first conception in 2007 because regulations have changed. The mitigation and permitting significantly increased the price of the project as well.

Mitigation has been completed on Stream Boat Island using property that The City received from The Port for these mitigation purposes.

When The City first decided to take on the project they created a “Parking Pass” program which requires individuals to purchase either a \$25 annual parking pass or \$3 daily fee to park at the boat launch. All of the funds have been set aside specifically for The City’s match for this project.

The Marine Board has given The City \$450,000 to purchase all of the needed materials. The construction phase is scheduled to start in the spring of 2017. The City has approximately \$100,000 in cash and are doing as much in-kind as they can but, the costs for the project have increased so much Deanna has written an additional grant to the Marine Board and is now soliciting multiple agencies to come up with the rest of the funding needed to complete the project. So far she has secured approximately \$70,000 from USDA and other grants.

Deanna on behalf of The City requested that The Port consider setting aside \$20,000 in their 2017-2018 budget to go towards this project. She pointed out that the \$20,000 amount is a “soft” number and that is why she is not requesting a motion at this time. There are some other state agencies outside of the Marine Board that Deanna may be able to get the matching funds from and could potentially receive enough to cover the project amount needed.

Steve: Would there be an official request if The City did end up needing the funds from The Port? Yes, Jonathan would come and officially request the funds.

The Commission came to a consensus and directed staff to include the requested \$20,000 into the upcoming Port Budget.

4. Salmon Harbor Management Committee, Port Representative

Donna Train who has been The Port’s Representative on the Salmon Harbor Management Committee (SHMC), has notified The Port that she can no longer fill that position.

Charmaine explained that originally the SHMC was made up from a Port Commissioner and a Douglas County Commissioner who would each be assigned to the SHMC and the third member would be someone chosen from the public at-large.

When Jim Mix resigned from The Port Commission he had requested that The Port allow him to continue to be their SHMC representative and The Port Commission agreed to that.

Jim Bruce who was an employee of the county was appointed to be the County's Representative.

Charmaine: Emphasized how important it is that whomever fills the position has a good understanding of Salmon Harbor's history from the creation of it, to what it is today.

Jerry Noel has been on the SHMC for many years and has a very good understanding. When Jim Bruce stepped down the county appointed Tom Huebner who has lived here his whole life but, may not have a full knowledge of Salmon Harbor's history.

The Port can either appoint a Port Commissioner or choose someone else who would qualify. Donna's term ends December 31, 2016.

Commissioner Jones requested that the board consider him for the position.

- ✓ Commissioner Nelson made a motion that Commissioner Carey Jones take the position vacated by Donna Train on the Salmon Harbor Management Committee, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

REPORTS:

STAFF REPORT:

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$275.76 for the Month of November.

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- Notice of Pending Class Action by Linn County in your binder, (included in the On-Line packet). The notice is to let The Port know as a Special District it includes them in the class action suit. There isn't anything to do, this is to officially notify The Port of Umpqua about the class action suit.
 - Special Districts Assoc. of Oregon is having their annual conference February 10th through 12th with pre conference sessions Thursday the 9th in Portland at the Marriott Downtown Waterfront. If you want to attend, please let me know so I can register you and arrange for accommodations. Lodging at the hosting facility usually goes fast so if you are considering attending, please let me now as soon as possible.
 - This is a letter Charmaine received with a request from The Partnership for the Umpqua Rivers (PUR),

It has been a long time since we have talked/emailed and I hope things are going well at the Port. I am contacting you to look into the possibility of parking a vehicle in your parking lot behind the Port office.

Matt Ruwaldt, a project manager for us, has a watershed council vehicle that he uses for work. The vehicle is currently at his home (not in Reedsport) and I am looking into storing the vehicle in Reedsport.

In an effort to be more cost effective and efficient, while reducing wear and tear on the rig, I am wondering if it would be possible to park the vehicle in the parking lot out back.

*Eric Riley
Executive Director
Partnership for the Umpqua*

The Board agreed that PUR was welcome to park a vehicle in the back parking lot. Charmaine will let Eric Riley know.

Good news the Water Infrastructure Improvements for the Nation (WIIN) Act, the bill formerly known as the Water Resources Development Act (WRDA) has been sent to the President for his signature. This bill includes some provisions that benefit Oregon ports. Among other things this bill:

- Guarantees that the amount of Harbor Maintenance Tax (HMT) revenue that is dedicated to dredging and jetty maintenance grows by at least 3% year over year. This provision was included to hedge against a decline in year-over-year HMT revenue collection.
 - Makes a 10% set-aside for “emerging harbors” (i.e. Small ports) permanent.
 - Requires the U.S. Army Corps of Engineers (ACoE) to issue a report on the conditions of jetties and breakwaters around the nation, which includes an assessment of the cost of repairing those jetties and breakwaters. At the moment, the Corps does not have an accurate picture of what the needs are for fixing jetties and breakwaters, although we know the cost will be very high. This report will serve to provide objective information that Oregon ports and their champions in Congress can use to make the case for dedicating funding to these important structures.
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Also included in the meeting binders (available in the on-line pkt) is the documentation Charmaine had requested from S.T.E.P. showing that the \$5,000 given to S.T.E.P last year that was specifically to be used to purchase the Red Zone Fog Incubator was indeed used for that purpose.

SALMON HARBOR MANAGER:

Charmaine: There has been discussion at past board meetings regarding whether or not the current IGA should be done away with or for The Port to make a statement to keep the SHMC as is and list the contributions that The Port and The County have made in the past.

Paul wasn't comfortable with getting rid of the IGA altogether. The IGA lays out how Salmon Harbor is supposed to work and Paul uses the IGA as his guidelines. There was discussion about the pros and cons of doing away with the IGA. Salmon Harbor is a department of the county and operates as an enterprise fund. There are no other departments like Salmon Harbor in the county.

Charmaine had an e-mail from Commissioner Tymchuk with his thoughts on the topic and she read them to the board. (This e-mail is in the On-Line Pkt). Discussion followed of why the IGA exists and what changes the Commissioners would like to see in the existing document that would modernize it but, still reflect the interest of The Port and The County in Salmon Harbor.

Steve: Would like to see the points Keith had made implemented into the draft IGA that Salmon Harbor has been working on. Salmon Harbor staff would include the additional verbiage.

Paul will work with his staff to add Keith's requested points, add in some specific history outlining previous Port sponsored projects and once that is done Salmon Harbor will send the final draft IGA to The County Commissioners for their approval.

COMMISSIONERS:

Carey: Asked if the meeting with the new owners of the previous IP property had happened. That meeting is scheduled for Friday, December 16th.

Lee: At the Emergency Management meeting earlier in the day a decision was made to have a Disaster Preparedness Fair on February 25, 2017.

The meeting was adjourned at 7:59.

The next Port of Umpqua Regular Meeting will be held January 18, 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:**

11/30/16:

Commissioner questions from check signing at end of the month to be included in the

December 14, 2016 minutes:

Steve: Is George Reynolds the new dock assistant? Yes.

Steve: Why is the AT&T bill for two phones? George has one now so we are billed for two.

Keith: Who is George? The new dock assistant

Checks were signed by Commissioners Reese and Tymchuk.

Questions from check signing at the December 14, 2016 meeting:

Jones: What is the before & after Balance Sheet used for? Before is before checks are written, after is then subtracted from before and it should = the total of checks written.

Nelson: No questions.

Checks were signed by Commissioners Jones & Nelson.

Steve Reese, President

Karen Halstead, Admin. Assistant