

## **Port of Umpqua**

Regular Meeting Minutes  
Wednesday, April 19, 2017 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  
Secretary Barry Nelson  
Treasurer Lee Bridge  
Asst. Secretary Carey Jones

### **Commissioners Not Present:**

President Steve Reese

### **Port Staff Present:**

Port Manager Charmaine Vitek  
Administrative Assistant Karen Halstead

*NOTE: All items handed out at the meeting are available for view in the April 19, 2017 meeting packet.*

### **Proceedings:**

The meeting was called to order at 7 p.m. by Vice President Keith Tymchuk.  
**There was a quorum of Commissioners present for this meeting.**

### **APPROVAL OF AGENDA:**

**Three items were added to the agenda:**

1. **S.T.E.P. annual donation**
2. **Health Insurance renewal – Debbie McKinney**
3. **Hoist repair, Winchester Bay commercial dock**

Commissioner Bridge moved to approve the agenda with the 3 additional items added, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

**APPROVAL OF MINUTES:**

The draft version of the minutes for March 15, 2017 was presented for approval.

Commissioner Nelson made a motion, 2<sup>nd</sup> by Commissioner Bridge to approve the minutes as drafted. Motion passed by unanimous vote.

**APPROVAL OF BILLS:**

Commissioner Jones moved to approve payment of checks in the amount of \$24,058.04 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Nelson. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

There was none.

**REGULAR BUSINESS:**

**1. Manager Evaluation:**

The compilation of the Port Manager's Job Evaluations was provided to the Commissioners.

**Charmaine:** Has had some opportunities to observe other commissions of various organizations, and wanted to give her heartfelt appreciation to this Commission. The Port of Umpqua Board is one of the most respectful, fair and well run commissions that she has observed. She wanted this Commission to know how much the board is appreciated. You all take your roles seriously and treat staff with respect and that isn't seen in some commissions. Thank you very much.

**Keith:** Charmaine, you do an excellent job. You provide information in a timely fashion and keep the Commission in the loop. Every event you attend you represent The Port of Umpqua very well.

**2. S.T.E.P. Annual Donation:**

**Doug Buck – S.T.E.P. Program:**

Thanked the Commissioners for all of their help and support in prior years. He discussed the poor salmon return this year. There were no salmon in the S.T.E.P. trap, they resorted to catching some from Smith River Falls. Many of those eggs didn't survive, and the few that did were taken by otters. This means S.T.E.P. doesn't have a single salmon to release this year.

Trout are now being raised and there are over 4,000 trout that will be released at Lake Marie. There is a lot of education being done with the school kids but, unfortunately, there will be no fin clipping this year.

There was discussion on the lack of salmon returns and issues with ODF&W and Federal regulations preventing S.T.E.P. from being allowed to raise more salmon than their current quota due to concerns that hatchery raised fish affect the genetics of the native salmon.

- ✓ **Commissioner Bridge made a motion to approve the donation of \$5,000.00 which has been budgeted for the Salmon Trout Enhancement Project to be paid from the General Fund, 2<sup>nd</sup> by Commissioner Nelson. Motion was passed by unanimous vote.**

### **3. Health Insurance renewal – Debbie McKinney:**

**Debbie McKinney:** The Commissioners were given quotes showing the renewal rates for Special Districts Insurance Services (SDIS) medical and vision insurance which goes through Regence Blue Cross/Blue Shield and a quote from Pacific Source for renewal of the Dental Insurance.

SDIS only had a 5% rate increase while other medical insurance renewal rates have gone up a minimum of 20% and some as high as 40%. Debbie's recommendation was to stay with SDIS for The Port staff health insurance.

There was a small decrease in the dental renewal rates from Pacific Source. The renewals were being presented now before the upcoming budget meetings because Special Districts wanted confirmation of renewals by May 15<sup>th</sup>.

- ✓ **Commissioner Jones made a motion to approve Proposed Employee Health, Vision and Dental renewal plans with SDIS for health and vision and continue with Pacific Source for Dental as submitted, 2<sup>nd</sup> by Commissioner Bridge. Motion was passed by unanimous vote.**

### **4. Hoist repair, Winchester Bay commercial dock:**

**Charmaine:** Photos were passed around for the Commissioners to see. Dock Assistant Larry Greene reported that there was hydraulic oil leaking from the hoist. Attempts at fixing the leak have failed and the hoist continues to leak a constant trickle. This needs to be fixed by someone who specializes in hydraulic repair.

In the past The Port has used ISSCO but, they no longer have anyone to do hydraulic work. Charmaine researched who in the area may be able to work on the hoist and Port of Coos Bay recommended Whit Industries. Upon contacting Whit Industries she found out that Larry Johnson, who previously did the hydraulic work on our hoist for ISSCO, now works for Whit Industries. Larry is who wrote the quote for the repair portion being presented as an option.

The second quote presented tonight came from Whit Gantenbein, of Whit Industries. His quote is to take care of the outside of the hoist, including pressure wash, sandblast, and new paint. This hoist hasn't had any repair other than hose replacements since its purchase in 2002.

Charmaine pointed out that crab season is going to start slowing down and the fishermen will start fishing for black cod. This hoist is going to be in high demand to remove crab pots and setup for black cod. Charmaine's recommendation was to have the Commissioner go ahead and have the repairs and painting done now by Whit Industries.

These repairs would be paid for with funds from the Dock Repair Fund.

- ✓ Commissioner Nelson made a motion to approve the quotes to repair and refurbish the hoist in the amount of \$15,273.00 total.

**Discussion:**

**Carey:** Felt that the quote was too expensive and there was no guarantee the work would be completed in a week. He felt more research was needed on other repair people.

**Charmaine:** Whit pretty much did guarantee it would be done in a week.

There was discussion on what work has been done on the hoist since it was purchased in 2002, and that the hoist is inspected annually.

**Barry:** Feels that the cost estimates are reasonable, as well as the time estimates. Anytime he or anyone has to have hydraulic work done the costs are very high.

**Carey:** Asked if pressure tests had been done on the valves and motors, pointing out the quote was only for hydraulic hoses. He wondered what would happen if there were a bad valve or a broken pump.

**Barry:** Agreed that the points Carey raised are valid but, there has been no indication that the pumps are bad.

There was discussion of what work may or may not be done based on the wording of the quote, as well as to what may be found after the hoist has been disassembled. The integrity of Whit Industries and specifically Larry Johnson was discussed. Barry said he knew from experience that Larry Johnson is the best in the area.

- ✓ Commissioner Nelson made a motion to approve the quotes to repair and refurbish the hoist in the amount of \$15,273.00 total, 2<sup>nd</sup> by Commissioner Bridge. Motion was passed by a majority of the quorum. Voting was:
  - Tymchuk – Yeah
  - Bridge – Yeah
  - Nelson – Yeah
  - Jones – NayCommissioner Reese was not present to vote.

**REPORTS:**

**STAFF REPORT:**

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$7,918.64 for the Month of March, some of this is previous month's invoices being paid in March. The ice machine brought in \$1,907.02.

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Floating dock repair

The floating dock below the commercial dock in Winchester Bay is in serious state. (Pictures were provided of the floating dock). It is very broken up which has been caused by boat wakes, boats have broken the cleats and it's become a serious safety issue.

With assistance from Paul, I've contacted two marine specialist companies, Bellingham Marine and Pacific Netting Products, both out of Washington State, to inspect the existing dock and offer recommendations for repair or replacement. We will be setting up appointments with them in the next few days. This has become a safety issue and must be fixed as soon as possible. Will keep you posted.

**Paul:** Passed out more pictures. Discussed damage and work that has been previously done on other docks in Salmon Harbor. He discussed Bellingham Marine and the pictures from Pacific Netting Products showing docks that they could provide that are not made from cement which would make them less likely to break up, yet they can withhold the elements and normal dock wear and tear.

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Ice Machine moisture indicator repair

I've been keeping you updated on the moisture indicator on the ice machine. It is showing yellow when it should show green. The explanation provided by Highland refrigeration was:

*"I received your e-mail and pictures. Do not worry. The unit left here with a yellow moisture indicator. During fabrication, when we added a heat exchanged suction accumulator for compressor safety, the liquid line sight glass/moisture indicator was re-soldered onto the liquid line. This can cause the indicator to stay yellow at all times, even after we did the pressure test of the system with dry nitrogen and evacuated the system to ensure complete dryness.*

*The system was charged with refrigerant in our shop. As the refrigerant in a closed system for an ice machine will never be below atmospheric pressure, moisture cannot enter the system through a possible leak. Therefore, be assured, there is no problem with the indicator showing yellow.*

*We can, of course, change out the moisture indicator at our next visit. At this time we can, to give you peace of mind, extend the compressor warranty for another year.*

*The refrigeration system is fine, except for the sight glass".*

Sent this to our resident specialist Mark Mosley who is installing our new compressor and he replied with a link to a video from Sporlan, the actual company that makes these indicators.

I contacted the manufacturer, Sporlan and asked them if this situation was acceptable or did we need to get this fix?

Their response was:

“A yellow site glass indicates there is moisture in the system. I would recommend fixing the issue as soon as possible”.

I forwarded this recommendation to Highland Refrigeration and inquired when was the next time someone would be in the area to fix the site glass. They said they’d have someone in Newport within the next month and would send them down here.

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Painting project, buildings

I have requested bids to paint the outside of the buildings from 4 contractors. The site visit will be Thursday the 27<sup>th</sup> and bids are due by Monday May 8<sup>th</sup> at noon. As you can probably see, water is leaking through the concrete block on this building. I don’t know if the climbing plants that used to be attached to the building by trellises contributed to that or not but it needs to be repaired, sealed and painted.

I have been informed by several paint contractors that they are very busy and have many projects. This may mean the price will be higher than if they weren’t so busy but we need to have this done.

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I have been invited to a round table discussion on the topic of “Work Force Training in the Marine Industry”. It’s being facilitated by the Association of Oregon Counties. I have accepted the invitation.

**SALMON HARBOR MANAGER:**

There was continued discussion on the options for the replacement of the floating dock that is damaged at the Winchester Bay Dock.

**COMMISSIONERS:**

**Lee:** May be getting a request from The City to see if The Port can help with fund raising for The Library Project and a Drug Dog for the police department.

**Barry:** Unfortunately looking at a very poor salmon season this year, but Albacore may be the best season yet. It’s predicted to be a stellar year.

**Carey:** Sports Auction last Saturday grossed almost \$30,000. \$23,000 will be donated to the school sports program. Coaches are talking about turf fields for baseball and softball.

**Keith:** Was in on a phone conference with Caddy McKeown and Arnie Roblan this morning and they admitted that things are contentious in Salem right now. One issue that they feel there is complete agreement on is the recreational immunity bill.

**Douglas County Commissioner Boice:**

Would like to be notified of local fund raising events so County Commissioners can participate.

The IGA: He has sent the changes to The Port and Salmon Harbor and would like to get that wrapped up, thinks it's completely workable. Major concern seemed to be that central services would be directly related with revenue and that is not the case.

Met with management & finance and confirmed that The County has money budgeted for the expansion in the upcoming fiscal year.

Commissioner Freeman traveled to Washington D.C. and got a very unique opportunity. He was there during the time Ryan Zinke was being confirmed as the Interior Secretary. Commissioner Freeman was able to meet with the interim Interior Secretary and spoke to her (no name was given) about the O & C Lands which are unique to half of the counties in Oregon.

This week Commissioner's Boice and Freeman received an e-mail from this same lady that let them know she is now going to be the State Manager for the BLM. In the e-mail it stated that there is an interest in using the O & C Timber Lands as the model for how federal forest lands should be managed moving forward. The previous plans will be scrapped and using suggestions from the Commissioners new plans are being drawn up to manage the forest lands. No real timeline on this yet, possibly a year out.

**The meeting was adjourned at 8:20 p.m.**

The next Port of Umpqua Regular Meeting will be held May17, 2017 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:**

**3/31/17:**

**Commissioner questions from check signing at end of the month to be included in the April 19, 2017 minutes:**

**Steve:** What is the “payroll deduction” to Nationwide? That is how they word the money paid toward the retirement accounts for the District Manager and Administrative Assistant.

**Steve:** Did Crown Roofing come look at the leak? Yes and they tried putting some epoxy over the section they felt the leak was coming from but it’s still leaking.

**Steve:** The check to Comfort Flow, are we paid up with them now? Yes, Dave came in and fixed units 1 & 4 plus the damper in the Conference Room. The check this time is to cover that. The inspection and filters are already paid for.

**Steve:** What do we get from Air Temp for the \$6,000? That is a partial payment, we needed to pay now so he could order the parts he will need. It should take about 5 weeks for them to get here.

**Lee:** No questions/he does compare the checks to the Check Approval List to make sure they match.

Checks were signed by Commissioners Reese and Bridge.

**Questions from check signing at the April 19, 2017 meeting:**

**Carey:** No questions.

**Barry:** No questions.

Checks were signed by Commissioners Jones and Nelson.

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Steve Reese, President

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Karen Halstead, Admin. Assistant