

## Port of Umpqua

Regular Meeting Minutes  
Wednesday, July 19, 2017 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 (arrived late)  
Secretary Barry Nelson  
Asst. Secretary Carey Jones

### **Commissioners Not Present:**

Treasurer Lee Bridge

### **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 July 19, 2017 meeting packet.*

### **Proceedings:**

The meeting was called to order at 7 p.m. by President Steve Reese.  
**It was noted that a quorum of Commissioners were present for the meeting.**

### **APPROVAL OF AGENDA:**

The Agenda was approved by consensus.

### **APPROVAL OF MINUTES:**

The draft version of minutes for June 21, 2017 were presented for approval.

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

**APPROVAL OF BILLS:**

Commissioner Nelson moved to approve payment of checks in the amount of \$18,713.27 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote of the quorum.

**PUBLIC COMMENT:**

There was none.

**Charmaine:** Commissioner Bridge offered an apology for his absence. He has surgery scheduled for first thing in the morning.

**REGULAR BUSINESS:**

**1. Election of Board Officers Fiscal year 2017-2018**

**It was decided to leave the board officer positions as they currently stand:**

President: Steve Reese

Vice President: Keith Tymchuk

Secretary: Barry Nelson

Treasurer: Lee Bridge

Asst. Secretary: Carey Jones

✓ **Commissioner Nelson made a motion to leave the positions the same for the 2017-2018 board, 2<sup>nd</sup> by Commissioner Jones. Motion was passed by unanimous vote of the quorum.**

**2. Committee and other Appointments:**

**Steve:** Has not been attending the Lower Umpqua Economic Development Forum (LUEDF) meetings, nor has he been to the Main Street Sub-Committee meetings. The last time he attended a Main Street meeting he was not welcomed. Charmaine already attends the LUEDF meetings so Steve suggested that she be appointed to that group.

There was some discussion and Steve decided to keep his appointment to the Main Street Sub-Committee because the leadership has changed.

✓ **Commissioner Nelson made a motion to accept keeping the previous committee and other appointments with the one change of having Charmaine replace Steve as the appointed representative to LUEDF as recommended for the Fiscal Year 2017-2018, 2<sup>nd</sup> by Commissioner Jones. Motion was passed by unanimous vote of the quorum.**

**3. Discriminatory Workplace Harassment Policy:**

**Charmaine:** Special Districts are working to get the associated membership up to date on their policies. Adopting a Discriminatory Workplace Harassment Policy was recommended this year, it is also one of

the items worth 2% of a possible 10% total credit that The Port can receive from SDAO toward our liability premium.

Previous port counsel, Dave Anderson, always advised The Port to not adopt any policies. He advised to simply follow federal and state law. By not having policies it makes it difficult when a question or issue arises because the first question Special Districts Human Resources or Legal Counsel will ask is what “does it says in your policy”? When we reply that we don’t have a policy to refer to. The next thing they say is for The Port to get a policy for that particular subject.

- ✓ **Commissioner Jones made a motion to adopt the Discriminatory Workplace Harassment Policy for the Port of Umpqua, 2<sup>nd</sup> by Commissioner Nelson. Motion was passed unanimously by the quorum.**

#### **4. IGA (Intergovernmental Agreement):**

**Steve:** A lot of the issues that were in the original agreement have been removed, such as The Port and The County being responsible for financial breakdowns at Salmon Harbor. It needs to be recognized that Salmon Harbor is on its own two feet. They are doing extremely well and have been for a long time.

One section of the proposed IGA suggested changes that Steve does not agree with is section 2.2, in which it states that The County shall have 3 representatives on the Salmon Harbor Management Committee (SHMC), The Port would have 2 and there would be one at large. County Commissioner Boice has stated that the reason he is recommending this is because The County has more of a financial stake in Salmon Harbor, therefore they should be represented with more SHMC members than The Port. Steve disagrees and has explained to Commissioner Boice that that is not part of the democratic process that has been used in the past. Everyone should have an equal voice. The fear of The County having 3 representatives is that it will give The County the ability to drive all of the decisions from the SHMC. Eventually because the Committee does have the 3 county representative’s any negative decisions regarding Salmon Harbor will be come back as bad publicity for The Port.

All of the other changes have been good, especially the financial changes.

**Barry:** Agrees, in the past there have been times where The County and The Port have not seen eye to eye. The County has made a declaration that Salmon Harbor be self-sufficient and Salmon Harbor has done a wonderful job at doing that. Having more county representatives on the SHMC who aren’t from this area is not going to help this harbor.

**Carey:** Has been on the SHMC for 11 months and has looked at its history. He feels that the committee, as it is right now is doing a great job. The County doesn’t appear to be left out of anything. Commissioner Boice states that it’s The County that has the liability and puts out all of the money. That is not true. If The Port weren’t involved in getting all of the funding for dredging and the riprap there wouldn’t be a marina or RV Resort out there.

Having 3 members representing The County is only going to allow The County to muscle any issues in or out.

**Joe Coyne – 28<sup>th</sup> Street, Winchester Bay:** For many years has been attending the SHMC meetings. He has also been involved with Park Department issues in general and Winchester Bay in specific, as well as the Douglas County Library issues.

Salmon Harbor has been a shining light. While there have been issues, Salmon Harbor has always been professional and responsible with stellar community involvement. In living in the community since 2000, he has seen incremental improvements that were completed in stages. When Salmon Harbor has had net revenue their funds have been reserved and then utilized to improve existing assets, provide engineering fees to plan for expansion and eventually undertake construction.

Of the central services that different departments have been asked to pay, the costs need to be accounted for and related to actual costs of services provided and not a pro-rated amount. Salmon Harbor has the right to go into the private sector to seek these services and pay for them from their budget.

Joe stated he would like to see the Port of Umpqua make sure that the loss of control of Salmon Harbor does not happen.

**Commissioner Leif:** Feels there has been a lack of communication between all entities. The County Commissioners seem to be irritated that the loan to Salmon Harbor never was paid back. He can understand how the other commissioners feel, they are businessmen and they want to have more input. Commissioner Leif would have suggested that of the 3 members on the SHMC, one of them be a County Commissioner, that way Douglas County would be able to know what is going on at Salmon Harbor all of the time.

**Paul:** In the past Salmon Harbor was able to put money aside and is running fairly well now. He feels there is resentment from The County that Salmon Harbor is running well.

Without the 2.3 million dollar investment from The County the RV Park and the deferred maintenance that has been done over the past 14 years would not have been possible.

The cost for Central Services that The County is asking for will cost Salmon Harbor \$9,600 per month. The staff at Salmon Harbor prepares everything that goes to the bank and to Roseburg. The RV Park has its own IT department. There are services they do not use.

It's frustrating for a manager to have definitions taken out of the IGA thus eliminating the ability for Salmon Harbor to take all of the monies made and be able to reinvest it into a fund for future endeavors.

If the proposed wording changes are made, things could revert to how they were in the 90's when Salmon Harbor first started working on being self-sufficient. It will not be good.

**Commissioner Leif:** Suggested that the board changes being proposed by The County happen in small increments. He also feels that one of the three county seats on the SHMC be filled by a Douglas County Commissioner.

**Steve:** Commissioner Boice did indicate he is working to setup a joint meeting between the County Commissioners and The Port of Umpqua Board. That is where things regarding the IGA stand for now.

## **REPORTS:**

### **STAFF REPORT:**

For the month of June the Winchester Bay Commercial Dock brought in \$5,539. Charmaine reminded the board that the amount reported each month is what was paid during that month. Some months may seem quite a bit more than others but, it may be because someone didn't pay their bill the in previous month.

Ice Machine revenue for June was \$2,520. There have been a lot of single or double tote sales. When the machine isn't broken down we are doing well.

Last year the board decided to give Umpqua Bait a tote of ice to sell to the sport fishermen who just want a cooler full or amounts smaller than a full tote. Umpqua Bait got a tote today and they are planning to go ahead and start selling the smaller amounts.

The ice machine has broken down a couple of times since the last meeting. It's been repaired and as of this morning was working well. Each instance has been something strange. Larry has done a great job at getting in there, figuring out what the issue is and then he does whatever it takes to get it up and running again. Paul has been out there helping Larry a lot as well.

Update on the replacement of the floating dock permitting. Spoke with Jack Aiken and he is almost ready to submit the joint permit application to the ACoE. He has received the 3 proposals submitted by 3 different dock manufacturers. He has been working with Bellingham Marine. Jack feels what Bellingham Marine offers is the best fit for what The Port needs on this project.

After Jack gets the permits he will give them to Charmaine to forward on to The County to sign off on. The cost will be determined by whether or not it will need to go through the state. ACoE doesn't charge anything for the permitting process.

The ACoE was able to get 88,000 cubic yards of dredging done. Charmaine is sending out letters of appreciation to all who worked so hard to help get this dredging done for The Port this year.

Have already started making contact with people in the area who can help show justification for why this area needs dredging next year. The Port is in the President's budget for dredging next year but, the upcoming years, as is every year may be a battle. The hope is by being proactive it will help show the importance for dredging in our area.

### **COUNTY COMMISSIONER LEIF:**

He has been trying to get more involved within the local area and open up communication between The County and the coast. Right now he is learning, and working on having a good presence here.

Update on the crab & fishing dock: Running into a lot of issues with regulations. Not able to replace the planks with what was there before because the old planks had creosote in them so, they are putting

metal underneath and then tracks of some kind. At the very end of the dock they aren't able to put in the hole like it had before, it will have grates down instead. Today The County had to increase the budget for that project by \$11,000 just for engineering. It's turned into being a nightmare. It originally started with a grant and now there is so much money invested into the project that The County can't just back out. Commissioner Leif suggested to the Parks Department guy, Rocky, that he work on raising money possibly by selling some sponsorship planks to be put down. Right now it looks like The County will be \$150,000 short just because of the extra that DEQ has added to the project. It's very frustrating to replace something that is already there and with all of the regulations it's causing big problems for what should have been a fairly simple project.

### **SALMON HARBOR MANAGER:**

Getting ready for DuneFest. The boat ramps have been full almost every morning. The maintenance crew got their permit finalized today for a new information sign that will be located in front of the Salmon Harbor offices.

The DuneFest crew is facing quite a water problem out by the dunes this year. They are going to have to dig holes and put 55 gallon drums in the sand so water can be pumped out to alleviate the flooding and allow for campers to be able to reach their camp spots on the sand.

Have had a lot of requests from people wanting to come here to watch the upcoming solar eclipse. People have even asked for tee-shirts that say they saw the eclipse in Winchester Bay. Working on having some tee-shirts and keychains made up as well as solar glasses. The eclipse is supposed to be August 21<sup>st</sup> at 10:15 a.m. A lot of people are coming to Oregon to watch it. This has been big business for many areas across the state.

### **COMMISSIONERS:**

**Carey:** Concentrating on DuneFest which will be over the weekend of August 26<sup>th</sup>.

The Port Commission then went into Executive Session at 8:05 p.m.

### **EXECUTIVE SESSION:**

#### **Pursuant to ORS 192.660 (2) (e) Regarding Real Property Transactions**

The Port Commission came out of Executive Session at 8:19 p.m.

**Steve:** Are back into regular session and the Port will discuss the dock issue with Fred Wahl.

- ✓ **Commissioner Nelson made a motion that Commissioner Tymchuk should talk to Fred Wahl and see if an offer of \$150,000 would be successful for the Port Dock. – Discussion: After discussion, motion was 2<sup>nd</sup> by Commissioner Tymchuk. Motion was passed unanimously by the quorum.**

### **Discussion:**

**Keith:** Before a 2<sup>nd</sup> on the motion he wanted to make sure the motion was worded right. If the motion were so moved there would not be an obligation it would just be an inquiry.

**Charmaine:** She felt that it would make sense to authorize Keith to enter into negotiations. The Board has given Keith direction that \$150,000 is what The Board would be willing to do.

The meeting was adjourned at 8:24 p.m.

The next Port of Umpqua Regular Meeting will be held August 16, 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:**

**6/30/17:**

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

There were no questions.

Checks were signed by Commissioners Reese and Tymchuk.

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

**Jones:** None

**Nelson:** None

Checks were signed by Commissioners Jones and Nelson.

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Steve Reese, President

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Karen Halstead, Admin. Assistant