

Port of Umpqua

Regular Meeting Minutes
Wednesday, September 20, 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
Secretary Barry Nelson
Treasurer Lee Bridge
Asst. Secretary Carey Jones

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 September 20, 2017 meeting packet.

Proceedings:

The meeting was called to order at 7 p.m. by President Steve Reese.
All Commissioners were present for this meeting.

APPROVAL OF AGENDA:

An amended agenda was handed out. Steve noted items #1-Umpqua River Commercial Dock & #3-Information Technology Service Provider were being deleted and an item #4-Disposition of old floating dock in Winchester Bay was added. There were no other additions or deletions made to the agenda so Commissioner Tymchuk made a motion to approve the agenda as amended, 2nd by Commissioner Jones. Motion was passed by unanimous vote.

APPROVAL OF MINUTES:

The draft version of the minutes for August 16, 2017 was presented for approval. Commissioner Bridge made a motion, 2nd by Commissioner Nelson to approve the minutes as presented. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Nelson moved to approve payment of checks in the amount of \$32,681.62 to be paid out of the General Fund, 2nd by Commissioner Jones. Steve asked if there were any questions regarding the checks or financials, there were none so the motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Winchester Bay floating dock replacement project:

Charmaine: The Port did end up having to pay for the required regulatory permits to replace the floating dock in Winchester Bay. The window for the work runs from October 1st to February 15th. The Port wants this done before bad weather sets in.

There were 3 quotes for building the replacement floating dock which were included in the meeting packets.

Jack Aiken is who determined which replacement option would best meet the needs of The Port as well as being the lease expensive. Jack has a lot of experience in this type of a project from working with other ports. His recommendation was to use the dock in Bellingham Marine's quote.

Installation of the dock has turned out to be a prevailing wage project. Fred Wahl Marine, Bellingham Marine and Billeter Marine were all contacted to see if they had any interest in the installation project. Neither Fred Wahl or Bellingham were interested, Billeter is so Jack has been in contact with them. As of right now there has been no price quote. We think it will be less than \$5,000 and it must to be less than \$10,000 to fall within the rules of a medium procurement bidding.

In order to move forward Charmaine is requesting that the Commissioners approve to continue to engage Jack Aiken with EMC Engineers on a per hour basis of \$100/hour. There are requirements within the permit that have to be maintained and Jack is familiar and good at dealing with those requirements.

Barry: Will Bellingham Marine send down a person to aid in the installation?

A: Yes, a person from Bellingham will aid in the tech support of the installation.

Carey: What is Billeter Marine going to charge for the installation?

A: Don't have that amount yet. Billeter was supposed to get in touch with Bellingham to get the details on what the project entails but haven't been able to make that contact just yet. The project is not scheduled until November. The first thing that needs to be done is to get Bellingham Marine started on building the dock.

Keith: Can the motion be changed to “not to exceed” \$8,000?

Carey: How about the motion says not to exceed \$5,000?

Charmaine: We could do that, we just don’t know exactly what the cost will be, we do know it cannot exceed \$10,000.

There was discussion about voting to approve having Billeter Marine to install the dock without an exact amount in a quote from them.

Carey: Who are we going to have inspect the dock when it gets here? In the bid it states it is our responsibility to inspect it when it gets here.

Jack Aiken will inspect it and Barry volunteered to help as well when it gets here.

- **Commissioner Tymchuk made a motion to approve the purchase of the replacement dock from Bellingham Marine for the quoted price of \$48,500 and to authorize the Port Manager to sign the contract subject to attorney review, 2nd by Commissioner Nelson. Motion passed by unanimous vote.**
- **Commissioner Tymchuk made a motion to approve the installation of the dock in Winchester Bay by Billeter Marine in compliance with prevailing wage rate laws for a not to exceed amount of \$7,500 and authorize the Port Manager to sign the contract subject to attorney review, 2nd by Commissioner Bridge. Motion passed with vote 4-1. (Commissioners Reese, Nelson, Tymchuk & Bridge voted yes. Commissioner Jones voted no).**
- **Commissioner Tymchuk made a motion to approve the continued engagement of Jack Akin of EMC Engineers on a per hour basis at \$100.00 an hour, through the completion of this project, 2nd by Commissioner Bridge. Motion passed with vote 4-1. (Commissioners Reese, Nelson, Tymchuk & Bridge voted yes. Commissioner Jones voted no).**

➤ **ADD: 2. Disposition of old floating dock in Winchester Bay:**

Charmaine: The old dock must be declared surplus property. It is being replaced because it is in really bad shape and therefore it’s not worth anything. It would most likely cost The Port to dispose of it.

Lee: There is no residual value whatsoever?

Barry: None. Also spoke with Ron Sloan who wants the dock. Barry thoroughly explained to Ron that by signing the document he will be taking full responsibility for the dock. He fully understands that.

- **Commissioner Tymchuk made a motion to declare the old floating dock as surplus property, no longer of value to the Port district and to approve the disposition to Ron**

Sloan with a signed document that he takes responsibility for the dock, 2nd by Commissioner Nelson. Motion was passed by unanimous vote.

REPORTS:

STAFF REPORT:

The Port Commercial Dock in Winchester Bay Brought in \$592.65 for the Month of August and Ice Machine revenue was \$1,300.

Justin Riffel has contacted the Port inquiring if he can park his Commercial Motor Vehicle on the parcel #3 in the industrial park. This is the parcel that Tyree Oil did not want to continue the lease on. Mr. Riffel has submitted an email request to the Board:

From Mr. Riffel:

“For the parking down here by Pacific Pride in the gravel lot behind it. I will only need to park the trailer throughout the week and I’ll be taking my truck home and just leave the trailer down there. It would definitely be greatly appreciated if I could do that. I won’t be holding you responsible for any issues due to matter where it’s parked or where I go. I keep the trailer locked up and as Officer Woods told me they patrol down there all the time and there is a lot of traffic down there due to the pumps. If I can, I can afford \$25 a month to leave just the trailer there. I wish there was more parking for trucks in this town but there isn’t and I have been struggling with finding a spot since I lived here and now Schwab said no more parking there since they just did a lot of construction and they don’t want the truck traffic to hurt the new construction unless you’re getting tire work done. Thank you for your time and in taking time to talk about this issue.”

Charmaine spoke with Port legal counsel and they said there are no issues with letting him do this, just make sure he signs a document stating that The Port takes no risk or liability. Keith suggested \$50 per month because we don’t want to set a precedent for people seeing the rigs parking down there.

Will it be permissible for him to park his trailer on the site?

It was decided by consensus that it is okay for Justin Riffel to park his semi-trailer on Parcel #3 for \$25 / month.

Charmaine contacted Bob Johnston, the local Tyree rep., to let him know that someone was interested in parking their trailer down there. Bob said he was the person who had suggested to Justin that he contact Charmaine, so she reminded Bob that Tyree is still paying month to month on that Parcel. He hadn’t realized that. Charmaine will be doing a walk-through of the building and property with Bob then Tyree wants to stop paying the month to month lease on Parcel 3.

Yesterday Charmaine went down to take a look and found that the people from the company working on the bridge have been staging their equipment on Port property. They were supposed to be staging on the property owned by the veterinary office. They have made a

mess on the Port's property. ODOT has been contacted to get the name of the company doing the bridge work so they can be advised to get their stuff out.

HB 2017 the transportation funding package did pass. For Ports:

"Another win under this bill is that approximately \$250,000/year will be dedicated to the dredge "Laura" for upkeep and maintenance, thereby decreasing the costs of this to the ports that use the dredge. This was accomplished by sequestering some of the new gas tax money that is dedicated to the Oregon State Marine Board." Several other benefits will accrue to ports as a result of the passage of this important bill.

Charmaine attended the OPPA and Quarterly Ports meeting in Salem and Peter Friedman was there as well. As Charmaine was leaving Peter followed her to talk. He let Charmaine know that when he heard that the Port of Umpqua wasn't going to get dredged, he was very upset and he wanted to let her know it did not go un-noticed. It wasn't just Peter who was shocked but other ports as well. He assured Charmaine that the Port of Umpqua is definitely on the radar now and it won't ever happen again. Charmaine let Peter know how much The Port appreciated the State stepping in and taking over making it possible for dredging this year.

Charmaine will be out of the office Friday the 29th through Monday October 6th.

Joint meeting requests have gone out and cannot get a response at all from any of the DC Commissioners. Was informed they were busy with the fires. Everyone else has responded affirmative for the joint meeting Friday October 20th.

County Commissioner Leif: Asked that Charmaine contact Heidi to check his calendar. He took a quick look and said it appeared that October 20th was available for him to attend. Charmaine will get ahold of Heidi to make sure and to check on the other two county commissioners.

Commissioner Leif also let Charmaine know if she were to send correspondence to: Commissioners@co.douglas.or.us it will go directly to all three county commissioners.

SALMON HARBOR MANAGER:

No report, Paul was at the Pacific Coast Congress semi-annual conference.

COMMISSIONERS:

Barry: Tomorrow he will be attending the Fall Salmon Commission Meeting and try to figure out how the bills will be paid since it wasn't a very good Salmon season this year.

Keith: Mike Hinrichs did a presentation regarding the status of Jordan Cove. Keith, Charmaine and Barry were all there. Mike is very optimistic that FERC will move forward and Jordan Cove will get signed off by the President.

The route has been changed to the Blue Ridge Route because there is less opposition, and that is now on the application. Another change is that Jordan Cove won't need to build the

separate power plant like originally planned. Jordan Cove will be totally self-contained but will not be producing additional power to be sold off.

Lee: In the event a disaster or emergency that causes our area to be cut off from help because all of the roadways are blocked, there may be a situation where supplies will have to be brought in from the ocean. If that happens what do we do for a Harbor Master? This is a term that keeps popping up in Emergency Management meetings. If this happens in The Port's district it seems like The Port may be responsible for taking charge.

A Harbor Master would be somebody who handles traffic direction and vessels coming in and out of the port. Example: A couple of Navy ships are coming in from Bremerton carrying 100,000 MRE's, bladders of fuel and other necessities, etc., who would tell them where to go?

There was discussion on the topic. It was mentioned that the agency most likely to take charge would be the Coast Guard since they are a federal agency.

Lee said he would reach out to the Coast Guard to look more into this and would bring what information he gathers back to the Commissioners.

S.T.E.P.:

Steve: Deborah Yates could not be at the meeting and asked that Steve relay her information. Yesterday morning S.T.E.P. found fish in the trap on Winchester Creek and surprisingly there were others waiting to get in. Last year there was just one.

Douglas County Commissioner Gary Leif:

Adding to what Lee had brought up. Has been very involved with the Cascadia Earthquake Zone and the meetings that are happening. It's one of the reasons there was a big push on work being done on the Scottsburg Bridge, which is slated to be completely rebuilt in 2018.

Jonathan has talked with Gary quite a bit about the Scholfield Bridge which is a major problem. When looking underneath where the footings are it will not take much rocking and that bridge is going to go down. That may be something The Port would work with The City to help put some pressure on ODOT because crossing that bridge will be the main way that supplies will be able to get inland.

Otherwise he was at The Port meeting to listen and hear what is going on. He is looking forward to the joint meeting and hoping to get better communications going between the entities.

The meeting was adjourned at 7:51 p.m.

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

8/31/17:

Commissioner questions from check signing at end of the month to be included in the Sept. 20, 2017 minutes:

Steve: Who is George Reynolds?

A: He is the Assistant Dock Asst. who worked last winter, and is going to back up Larry again for now.

Steve: Are we still looking for a forklift?

A: We have been looking using different sources including State Surplus. Haven't found one yet.

Steve: Why is there a check for Chambers Heating & Plumbing?

A: When there were problems in the beginning with the Ice Container they were called to take a look and troubleshoot what the problem was. After they did that visit it was decided to replace the container. Chambers had ordered the parts and after we cancelled with them they sent this for the troubleshoot visit and what few parts they could not send back.

Checks were signed by Commissioners Reese and Tymchuk.

Commissioner questions while signing checks at the September 20th meeting:

Steve Reese, President

Karen Halstead, Admin. Assistant