

## **Port of Umpqua**

Regular Meeting Minutes  
Wednesday, October 18, 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 can be seen in the **October 18, 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:**

The agenda was accepted by consensus as presented.

### **APPROVAL OF MINUTES:**

The draft version of the minutes for September 20, 2017 was 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.

### **APPROVAL OF BILLS:**

Commissioner Nelson moved to approve payment of checks in the amount of \$6,673.59 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Tymchuk. Motion passed by unanimous vote.

### **PUBLIC COMMENT:**

There was none.

## **REGULAR BUSINESS:**

### **1. Audit June 2017 – Grimstad and Associates:**

#### **Signe Grimstad:**

Signe began her presentation of the 2016-2017 audit by saying it was another quiet year and that The Port of Umpqua had again received a clean opinion.

This year there was a prior period adjustment. In working with the Capital Assets, it was discovered that \$8,900 from the Ice Machine had been expensed in the previous year when it should have been put into “Work in Progress”. This is specifically identified in a note on Page 15 of the audit. This is why expenditures in 2016 were over by that \$8,900.

Signe also talked about a changeover at the State Division of Audits. The new person in charge, Amy, is now enforcing laws that have been in place for a long time but, were not enforced. 2 years ago it was presented to the legislature that all audits or extension requests need to be filed by 12/31. Now, every 2 years the legislature gets a list of those districts who may be delinquent in an attempt to catch municipalities who don't file for years.

**Keith:** Every year he requests a grade on how The Port is doing financially. Signe gave The Port an A, saying that financially, The Port is in good shape.

- Commissioner Tymchuk made a motion to receive the Fiscal Year 2016-2017 Audit prepared by Grimstad & Associates, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

### **2. Float Dock in Winchester Bay – Update:**

#### **Charmaine:**

Right now a procurement agreement has been provided and signed. Port legal counsel has already gone over the agreement making sure it is in compliance with the Oregon Public Contracting Laws. Bellingham Marine has signed and now the next step is to get a drawing done, have it approved and get work started by January 1, 2018.

The plan is for Reedsport Machine & Fabrication to put the dock in the water, Billeter will install it and Bellingham Marine will be present to supervise the whole project. The goal is to have it installed in 1-2 days.

The replacement dock will be the exact dimensions as the existing float dock but will have large cleats.

The Port will also be getting a \$985 reimbursement from the Department of Environmental Quality (DEQ) who had mistakenly charged The Port the fee during the application process.

## **REPORTS:**

### **STAFF REPORT:**

During their annual meeting the OPPA membership approved the request for OPPA to join the Port of Coos Bay and Department of State Lands as Amici in a case before the Oregon Supreme Court.

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The Port Commercial Dock in Winchester Bay Brought in \$1,052.36 for the Month of September and the Ice Machine total revenue was \$3,374.78. Net revenue from the ice machine was \$1,962.46.

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PNWA's nominating committee wanted to know if I would be willing to serve on the PNWA board of directors. Though I appreciate the esteemed offer, I declined the nomination. PNWA conventions are generally far away

and they hold them at very expensive facilities, at least for this small Port. I am greatly honored by their offer to serve though.

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The December meeting date at this time is Wednesday the 20<sup>th</sup>. Would the board consider moving it up a week as to not interfere with Christmas week? That would be December 13<sup>th</sup> for the new meeting date. The board was fine with that.

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Pot hole at Tyree Oil, Scott Lewis will fill with rock, compact and work on paving when he has the asphalt.

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Tyree Oil is no longer leasing parcel #3. Tyree has the building cleaned out and a walk through with Mr. Johnston has been done. Now that it is cleaned up it is ready for the next step. I will be exploring advertising the parcel for leases.

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Working on a revised/updated dock management agreement for Fred Wahl. The agreement was revised by Port Legal Counsel, John Wolf. I will be meeting with Fred on Friday to review the draft agreement.

**SALMON HARBOR MANAGER:**

No report.

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

No report.

**COMMISSIONERS:**

**Carey:** Has heard that Dana, the fish buyer who has been using The Port dock, is going to be renting a location across the harbor and will start buying fish from there instead of having it come across The Port dock. Charmaine has heard the same thing. She hasn't seen a sub-lease for the property on the Salmon Harbor Management Committee agenda.

**Barry:** That property is privately owned and not being leased from Salmon Harbor. Dana isn't moving over there because he is unhappy with The Port, it is to have someplace to keep fresh crab alive after buying them, which has been an issue for him in the past.

**Keith:** Was at the beach a couple of weeks ago and noticed that the dredge The Yaquina was on the bar dredging.

There is activity going on at the Reedsport Industrial & Commerce Park (former IP property). There is a lease there. Servers and data are being put in and it may become a bitcoin & currency operation. Bitcoin is actually virtual currency. A lot of Asian countries have been dealing in it thinking it is a more secure option than even gold.

**Lee:** Spoke with Coast Guard personnel at Station Umpqua River about the emergency management questions that Lee brought to the board last month. The people he spoke to were not sure who may take over command or how that topic would be handled in the case of an emergency. They took Lee's number for someone to give him a call which he is still waiting for.

Requested that the Commissioners get name tags they can wear when representing The Port at an event or training.

**Jeff Mulkey Owner of F/V's Pacific Marit & Pearl J:**

Steve asked if he had anything he wanted to address.

He was there to see if there was any updated information about Fred Wahl buying the Umpqua River Dock.

**Charmaine:** The dock is no longer for sale for the time being. Right now the management agreement between The Port and Fred Wahl is being updated.

**Barry:** Asked if anyone was going to look into the access to the dock.

**Charmaine:** Many people have looked into it and no one has been able to find anything addressing access. It is possible that when the dock was sold any access agreement may have been left out when it was recorded.

**Keith:** At the time the dock was finished. Fred had a lease with the option to buy. It was The Port's property and dock and it may very well have slipped through because no one thought about the dock being landlocked.

**Charmaine:** Asked for any ideas on how to research for an easement other than ways that have already been tried. The Port has tried by going through the title & escrow company, the city, and the county assessor's office who should have any easements recorded. Port legal counsel contacted people that he knows in Douglas County who should have this information and each time we come up empty handed.

**Barry:** It is important to find out somehow. If there is no easement then the only option The Port may have in selling the dock would be to sell it to Fred Wahl.

**The meeting was adjourned at 8:04 p.m.**

The next Port of Umpqua Regular Meeting will be held November 15, 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:**

**9/29/17:**

**Commissioner questions from check signing at end of the month to be included in the October 18, 2017 minutes:**

**Keith:** No questions.

**Steve:** Who is George Reynolds?

**A:** Part time dock assistant.

**Steve:** What is OrcoTech?

**A:** Oregon Coast Technology – the company we have contracted to do offsite backups.

**Steve:** Looked over Ladd Electric information and asked if they had liability insurance....

Checks were signed by Commissioners Reese and Tymchuk.

**Questions from check signing at the October 18, 2017 meeting:**

Checks were signed by Commissioners Jones & Nelson.

There were no questions.

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Steve Reese, President

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Karen Halstead, Admin. Assistant