

Port of Umpqua

Regular Meeting Minutes
Wednesday, November 15, 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 November 15, 2017 meeting packet.

Proceedings:

The meeting was called to order at 7 p.m. by President Steve Reese.

APPROVAL OF AGENDA:

There were no changes to the agenda as it was presented. The agenda was approved by consensus of the board.

APPROVAL OF MINUTES:

The draft version of the minutes for October 18, 2017 was presented for approval. Commissioner Nelson made a motion, 2nd by Commissioner Bridge 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 \$5,591.94 to be paid out of the General Fund, 2nd by Commissioner Tymchuk. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Intergovernmental Agreement (IGA) for Salmon Harbor, shall the Port approve changes and adopt the updated version?

Charmaine: The Commissioners were previously provided with a copy of the IGA which included the changes discussed at the Joint Meeting, October 20, 2017. This latest copy of the IGA has been sent and approved by Port Legal Counsel, John Wolfe.

The Commissioners agreed they are pleased that the County agreed to the items that were important to The Port, including The County Commissioners agreeing to appoint someone from Western Douglas County to fill the “at large” seat on the Salmon Harbor Management Committee (SHMC).

- Commissioner Tymchuk made a motion to approve the proposed changes to the Intergovernmental Agreement that will be dated November 15, 2017 for the management of Salmon Harbor and approve signatures of the Port of Umpqua Board of Commissioners to indicate the Ports approval, 2nd by Commissioner Bridge. Motion was passed by unanimous vote.

2. Replacement Fork Lift, ratify vote by poll:

Charmaine: Information about the new forklift was supplied to the board in an e-mail. The new forklift was delivered and test driven by both Don Kessler and Larry Greene. They found that one of the tires had a bulge in it and that is being replaced. Don described the new forklift as a Cadillac compared to the one it is replacing.

The board has approved the purchase, although it was not a unanimous decision, it was approved, now that purchase needs to be ratified by a motion.

There have been several people who have shown an interest in the old forklift but Charmaine and Larry hope to keep it as the forklift that will be available for the fishermen to use.

Steve: Keeping the old forklift sounds like a good idea but we need to consider future maintenance costs.

- Commissioner Tymchuk made a motion to ratify the approval of the purchase of the 2014 Yale forklift from Central Oregon Forklift for the agreed upon amount of \$12,900 to be paid from the general fund, 2nd by Commissioner Nelson. Motion was passed by a vote of 4-1. Commissioners Lee, Tymchuk, Reese & Nelson voted Yes, Commissioner Jones voted No.

Carey: Felt that this deal was handled wrong, and that the Commissioners should have had more information and more time to look around. He felt that Don didn't have the expertise needed to know what to look for in a forklift.

3. Appoint 2018-2019 Budget Officer:

- Commissioner Tymchuk made a motion to appoint Port Manager Charmaine Vitek as Budget Officer for preparation of the Port of Umpqua Fiscal Year 2018-2019 Budget, 2nd by Commissioner Jones. Motion was passed by unanimous vote.

REPORTS:

Charmaine: In the last performance review it was mentioned that Charmaine doesn't at times provide enough information. This appears to be one of those times. If we have projects like this and the board or a Commissioner feels that they have more information than Charmaine has, she would encourage and actually welcome input. If Commissioner Jones had information she would have appreciated him sharing it with her.

Carey: Didn't know about the purchase of the forklift until he received the e-mail asking for a poll/vote to purchase it.

Charmaine: Sent out an e-mail two weeks before saying the purchase of a forklift was going to happen, and when it did she would need a poll of the board on whether or not to move forward.

It would mean a lot to get any advice, encouragement and/or direction.

Steve: When did the process of looking for a new forklift start? Since before The Port putting in the new ice machine.

STAFF REPORT:

The Port Commercial Dock in Winchester Bay brought in \$1,913.31 for the Month of October. We have some outstanding balances that Karen is working on collecting.

I have Mark Mosley with Air Temp coming to do an annual checkup on the ice machine. The warranty ran out on September 24, 2017. With crabbing season coming up it's important to keep it running as smoothly as possibly.

Do you want PNWA to add your emails to their email lists for their news?

Receive meeting packets on line? There was a discussion of receiving meeting binders electronically. Most were in favor of doing on-line packets for those who have reliable internet service. For Commissioners who live out of town it may be better to continue the meeting binders as it's done now.

SALMON HARBOR MANAGER:

Carey: SHMC will have a meeting Tuesday and that is the day Chris Boice plans to begin his position on the committee.

Steve: Technically Chris won't be part of the SHMC until The County has adopted the IGA. The current SHMC will not dissolve until The Port and The County both endorse the IGA.

Carey: According to County Commissioner Leif the only change to the SHMC will be Chris taking the place of one of the existing members. That would either be Tom Huebner or Jerry Noel.

Keith: The County will be appointing someone from Western Douglas County to fill that 3rd position. It doesn't necessarily mean it will be one of the existing members.

The IGA says the SHMC will consist of one person appointed by The Port (Carey Jones), one person shall be a sitting Douglas County Commissioner (Chris Boice) or their rep, and one member will be appointed by the County and shall be from Western Douglas County.

COMMISSIONERS:

Barry: The Western Fish Boat Owners received a final report showing this season's Albacore catch. The report covers the U.S. and it showed that the total caught this year was half of what is usually caught. There wasn't any scientific reason for the season's catch being this low.

Carey: Since The Port has decided to not sell the Umpqua River Dock, how about the possibility of letting the fishermen unload their crab pots and gear over that dock and then The Port could fence in and somehow partition off spaces on the Old Stemmerman property which is owned by The Port and lease it out to the fishermen to store their crab pots and other equipment. With the dock right there to unload gear it's a convenient location. For some reason space is becoming very scarce in Winchester Bay, in fact this will be a topic at the SHMC meeting on Tuesday; the fishermen want more room and there just isn't any.

There is also the shop on the property that fishermen could rent when they are working on gear and it would give them a dry place to work instead of working in the rain.

The Commissioners thought that would be a great use for that property, they would however prefer if the pots were unloaded over the Port Dock in Winchester Bay.

Carey said he would mention the idea to some of the fishermen he knows would be interested and have them come to a meeting and talk to the board.

Keith: He and Charmaine recently had an interesting conversation with Fred Wahl and Kim Clardy. Fred had a county tax assessor map and it showed that about half of the property under the Umpqua River Dock belongs to Fred.

Keith was surprised that this technicality would get past Dave Anderson, previous Port Counsel. The Port's current Legal Counsel, John Wolfe, discovered that on the warrant deed there is in fact wording that says "*excluding the lands under the dock*". John has tracked down a signed copy of the deed and sent it to Charmaine. Charmaine sent this newly discovered information on to Fred today.

Charmaine: Felt Fred was trying to find a way to legally purchase the Umpqua River Dock. If the land had turned out to belong to Fred then it would only makes sense that he should be able to purchase the dock.

The meeting was adjourned at 7:46 p.m.

The next Port of Umpqua Regular Meeting will be held December 13, 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:**

10/31/17:

Commissioner questions from check signing at end of the month to be included in the October 31, 2017 minutes:

There were no questions.

Checks were signed by Commissioners Reese and Tymchuk.

Questions from check signing at the November 15, 2017 meeting:

There were no questions.

Checks were signed by Commissioners Nelson and Jones.

Steve Reese, President

Karen Halstead, Admin. Assistant