

Port of Umpqua

Regular Meeting Minutes
Wednesday, December 13, 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
Treasurer Lee Bridge
Asst. Secretary Carey Jones

Commissioners Not Present:

Secretary Barry Nelson

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 December 13, 2017 meeting packet.

Proceedings:

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

APPROVAL OF AGENDA:

There was one addition: Item #1a: SDAO longevity credit and rate lock agreement.

APPROVAL OF MINUTES:

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

Commissioner Tymchuk made a motion, 2nd 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 \$4,928.50 to be paid out of the General Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

PUBLIC COMMENT:

None

REGULAR BUSINESS:

1. Property & Liability Insurance Renewal – Debbie McKinney

Debbie pointed out that the rate for renewal of the Property & Liability insurance was reduced by 1.15% this year. Debbie noted that the flood insurance is only for mobile equipment.

Charmaine: Last year The Port added the Ice Machine and this year the new forklift to their insurance, this is all going to effect the renewal rate(s).

Steve: Does the Ice Plant qualify for the “break down coverage?”

A: Yes it would. Examples were given and wear and tear are not covered.

Charmaine: Noted that after The Port chooses to have the rate lock, and abiding by SDAO’s Best Practices List (2% on 5 categories) The Port will also get a 10% rebate.

- ✓ Commissioner Tymchuk made a motion to approve payment of \$ 13,452 to Special Districts Association of Oregon for continued Property and Liability insurance as presented for 2018 to be paid from the General Fund, 2nd by Commissioner Bridge. Motion was passed by unanimous vote.

1a. SDAO Longevity Credit and Rate Lock Agreement Property & Liability Program-

Debbie McKinney: This rate lock is renewed every 2 years. It is a win-win for The Port with the discount equaling around \$1,300 in savings.

- ✓ Commissioner Tymchuk made a motion for the Port of Umpqua to continue participation in the Special Districts Insurance Services Property and Liability Program through December 31, 2019 in order to receive the Longevity Credit and rate lock guarantee, and that the Port Manager is authorized to sign on behalf of the Port the Special Districts Insurance Services Longevity Credit and Rate Lock Agreement, 2nd by Commissioner Jones. Motion was passed by unanimous vote.

2. PCC Membership dues:

Charmaine: The PCC (Pacific Coast Congress) holds semi-annual conferences every year which are an excellent resource. It is also a very good networking tool with other harbors, marinas and ports. The next conference which Charmaine plans to attend, will be in Coos Bay this year.

- ✓ Commissioner Tymchuk made a motion to pay the annual membership dues to Pacific Coast Congress of Harbormasters and Port Managers in the amount of \$265.00 for the 2018 calendar year to be paid from the General Fund, 2nd by Commissioner Bridge. Motion was passed by unanimous vote.

3. Salmon Harbor Management Committee – Port Representative

Steve felt that since the Salmon Harbor Management Committee (SHMC) had been dissolved with the signing of the new IGA, and the county had reappointed Tom Huebner then The Port needed to do the same and officially appoint or reappoint someone from the Port Commission.

- ✓ Commissioner Tymchuk made a motion to appoint Commissioner Carey Jones to the Salmon Harbor Management Committee for the Port of Umpqua, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

4. Replacement float dock installation Winchester Bay:

Charmaine: It was her understanding after talking to Pete Billeter that everyone felt that the installation of the floating dock would fall somewhere between \$5,000 and \$10,000. The Port is meeting the public contracting rules and the project was put out to bid; there were four bids received. When the amount of the bid(s) came in they were a much higher than anticipated.

Jack Aiken suggested checking with Roger Hermansen of Orca Divers, which was done and the bid received from Roger is the most reasonable.

Bellingham Marine, the company who built the dock, said they would prefer not to install it unless they absolutely had to.

Roger Hermansen bid the job on a daily basis, his bid is for \$3,620.00 per day. That would be about \$11,000 were the installation require 3 days but, Charmaine doesn't anticipate it taking that long.

Keith: It makes financial sense to go with Roger, we should make the motion to be based on a "not to exceed" amount. Without review The Port doesn't want this to extend into a 6 day project.

Carey: What is Reedsport Machine & Fabrication going to charge for launching the dock?

Paul: It's charged by the length.

Charmaine: Doesn't have an exact figure right now, will find out and e-mail the board tomorrow.

- ✓ Commissioner Tymchuk made a motion to approve the dock installation with Orca Divers in an amount not to exceed \$10, 860.00, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

REPORTS:

STAFF REPORT:

The Port Commercial Dock in Winchester Bay Brought in \$1,519.78 for the Month of November 2017.

SDAO annual conference will be February 9-11th in Seaside. Let me know if you are interested in attending.

Interest in renting storage/work space in the area previously known as Parcel #3 when leased to Tyree Oil:

Follow-up with Commissioner Jones on whether there is interest from the commercial fishermen in renting storage or work space. Tim Smith, F/V Irish Miss, said he would be interested, and another fisherman wanted to know if the shop would be available to work in. Carey told him that would be something the board would need to discuss.

Carey suggested that The Port advertise potential individual spaces for lease to see what kind of interest there is.

The meeting materials were sent out in electronic form via e-mail. This new electronic meeting binder worked just fine for everyone except Commissioner Jones due to limited internet access. It was decided that the binder materials would be sent in the format that works for each Commissioner.

SALMON HARBOR MANAGER:

Paul: (Handed out 8 pictures):

Pictures #1 & #2: Sinking and abandoned boat at Salmon Harbor. Working with Oregon State Marine Board (OSMB) and a Maritime Attorney to seize the boat and have it demolished. An estimate on what it would cost to have it removed and dismantled came to \$7,501. OSMB offers grants that will pay up to 90% of these costs.

Pic #3: Map showing the area where Salmon Harbor is having new security cameras installed.

Pic #4: Is a pump that burned up at one of the sewer lift stations in Salmon Harbor. It is being replaced.

Pic #5: Picture of the dock that Salmon Harbor along with the help of 4 inmate crews just completed refinishing.

Pics #6 & #7: G Dock that was rebuilt last winter. The picture is showing piling being removed in the hope of making more room for larger vessels to be able to moor there.

Pic #8: A map of all water related leases in Salmon Harbor which are reportedly supposed to be for recreational purposes. This map is being used as part of a project to provide Department of State Lands the latitude and longitude information as well as Salmon Harbor's definition for each leased space. DSL is then returning their definition of what each lease should be considered as. DSL has 5 categories they have created; Recreational, Commercial, Commercial with manufacturing, etc.

This is part of a situation Paul previously reported on at the October 20, 2017 joint meeting. DSL is pursuing an issue they have with the intended purpose of the leased spaces in Salmon Harbor which, according to the agreement with DSL are supposed to all be for recreational purposes and in actuality some are being used for commercial purposes. It was noted that the leases have been occupied this way for years without issue until now.

S.T.E.P.:

Deborah Yates: Update on the fish and eggs that S.T.E.P. has received. Eggs are doing well.

Will be raising trout again this year. The trout that S.T.E.P. has grown in the past have done very well. The hatchery is almost maxed out with S.T.E.P. raising both trout & salmon.

This year will mark the 25th Salmon Derby. Hoping for bigger sponsors this year to be able to make this event a bigger derby.

The annual dinner will be January 28th at a location that is to be announced.

Deborah then presented The Port Commission with a plaque in appreciation for The Port's support over the years.

COMMISSIONERS:

Keith: Noticed he had received an e-mail from the Ethics Commission fining him \$10.00 for not filing. Charmaine was sure he had filed in March.

Carey: How much has Fred Wahl paid The Port for moorage at the Umpqua River Dock? Charmaine explained that they send a check about every 3 months. Information sent with the check includes the name of the vessels, the dates and amount of time each has been moored there.

Charmaine: Before the meeting was adjourned she pointed out where in the financials under the "Dock Reserve Fund" could be found the money received for moorage. She explained the money coming in from Fred Wahl does not go into the General Fund but instead is earmarked specifically for the "Dock Reserve Fund".

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

The next Port of Umpqua Regular Meeting will be held January 17, 2018 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:**

11/30/17:

Commissioner questions from check signing at end of the month to be included in the December 13, 2017 minutes:

There were no questions.

Checks were signed by Commissioners Reese and Tymchuk.

Questions from check signing at the December 13, 2017 meeting:

Commissioner Jones: Why did it cost \$220 in legal fees to sell the forklift?

A: Every time something is purchased and it is over \$10,000 the attorney takes a look at the contract.

Commissioner Jones: There is a single check in the back of the file of “to be signed” checks, do I need to also initial that check approval?

A: Yes, that is an employee draw for December 15th and it is being presented for signatures tonight while the Commissioners are available to sign.

Commissioner Bridge: No questions.

Checks were signed by Commissioners Jones and Bridge.

Steve Reese, President

Karen Halstead, Admin. Assistant