

Port of Umpqua

Regular Meeting Minutes
Wednesday, January 17, 2018 at 7 p.m.
Port of Umpqua Annex
1841 Winchester Ave
Reedsport, OR

THESE MINUTES ARE FINAL and APPROVED.

Commissioners Present:

Vice President Keith Tymchuk
Secretary Barry Nelson
Treasurer Lee Bridge

Commissioners Not Present:

President Steve Reese
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 January 17, 2018 meeting packet.

Proceedings:

The meeting was called to order at 7 p.m. by Vice-President Keith Tymchuk.
There was a quorum present for this meeting.

APPROVAL OF AGENDA:

There were no changes to the agenda, it was approved as presented.

APPROVAL OF MINUTES:

The draft version of the minutes for December 13, 2017 was presented for approval.

Commissioner Bridge made a motion, 2nd by Commissioner Tymchuk to approve the minutes as drafted. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Charmaine: There are two separate motions. The first payment will come directly out of the Dock Reserve Fund and is for the installation of the new float dock. The second will be the regular motion approving bills and will come out of the General Fund.

First Motion:

Commissioner Nelson moved to approve payment of a check in the amount of \$10,860.00 to Orca Divers to be paid out of the Dock Reserve Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

Second Motion:

Commissioner Nelson moved to approve payment of checks in the amount of \$4,707.37 to be paid out of the General Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Oregon Coastal Zone Management Association annual membership dues:

There was a discussion on whether or not a membership to OCZMA offered any value to The Port.

- ✓ Commissioner Bridge made a motion to approve payment of the annual membership dues to the Oregon Coastal Zone Management Association of \$500.00 for the fiscal year 2017-2018 to be paid from the General Fund, 2nd by Commissioner Nelson. Motion passed by unanimous vote.

2. Float Dock - Winchester Bay, update

Pictures that had been taken during the recent installation of the new float dock in Winchester Bay were handed out.

Charmaine: When the dock arrived it had pre-drilled holes and was supposed to be ready for assembly. It was assembled in Winchester Bay under the direction of Brandon, a representative from Bellingham Marine. Once the dock assembly was complete Brandon returned to Bellingham.

At this point the dock was supposed to be ready to be moved to The Port's commercial dock location in Winchester Bay and the old float dock was to be removed where Ron Sloan would take possession of it as previously agreed upon *after it was declared surplus property that was no longer of value to The Port* at the September 20, 2017 meeting.

The morning it was to be moved and installed, Roger Hermansen and his crew from Orca Divers took measurements and while doing so they found the gangway portion of the new

dock was 6.5 feet off from where it should've been and it wouldn't fit between the pilings at the dock. Orca Divers re-drilled holes to allow the dock to be moved into the proper location. It was then discovered that the dock was listing to one side. After correcting this new issue the dock was finally moved and put into place. It appeared it would fit very well.

More problems were found. The stabilizers that Bellingham Marine had sent ahead of time were triangle shaped instead of the round brackets that the old dock used and again, the predrilled holes were in the wrong places. Orca Divers again measured and drilled new holes in their proper location so the dock could be fitted to the pilings.

After the new dock was put into place, Roger went over very early one morning to check on something and discovered that the new dock could potentially make contact with the upper level of the commercial dock if the tide were to reach 8.8 or higher.

Bellingham Marine sent two representatives here to meet with Charmaine, Paul, Jack Akin and Roger. After discussing the situation with Jack and Roger, Bellingham Marine's rep. asked if The Port wanted Bellingham Marine to take over the work that is still needed on the new float dock.

Charmaine commented a few times at what an excellent job Roger Hermansen had done in correcting the problems that came up so he could complete his part of the job of installing the new dock.

Paul: Part of the issue was the fact that Bellingham Marine did not come and actually look at the dock before building the new one. The existing dock sat at a slight angle which needed to be accommodated for. This is something you wouldn't know unless you had actually seen it.

Charmaine: The plan now is to have Bellingham Marine send someone here to correct the issues and complete the project. The main concern right now is whether or not Bellingham Marine plans on doing this work at their expense as well as paying Orca Divers for the extra days spent on correcting the numerous issues encountered during installation.

REPORTS:

STAFF REPORT:

The Port Commercial Dock in Winchester Bay brought in \$2,111 in the month of December. It appears crabbing season has been pushed back another 2 weeks.

Discussion on using the new on-line meeting packets. Keith liked it, as well as Lee. Barry would like to continue with the hard copies of the binders.

Karen has created a complete virtual meeting binder containing the IGA, Budget, Audit, etc., if any of the Commissioners would like a copy of this to store on their home computers let her know.

Charmaine will be out on vacation from Thursday, January 18 until Thursday, January 25th. Steve will be the point contact and if he's not available the contact will be Keith.

Romel's service will be Saturday at Pacific Auditorium at 1:00 p.m. The Port will be making a donation to the Reedsport Boosters Club. This was the wishes of the family in lieu of flowers.

SALMON HARBOR MANAGER:

No report.

S.T.E.P.:

The S.T.E.P. Annual meeting and dinner will be at The Waterfront on Saturday, January 27th with social hour from 5-6 p.m. and dinner at 6:45 with the meeting to follow.

COMMISSIONERS:

No Reports.

The meeting was adjourned at 7:26 p.m.

The next Port of Umpqua Regular Meeting will be held February 21, 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:**

Commissioner questions from check signing at end of the month to be included in the January 17, 2018 meeting minutes:

12/29/17:

Carey: Is \$11.00 a tax payment?

Checks were signed by Commissioners Bridge and Jones.

Questions from check signing at the January 17, 2018 meeting:

Commissioner Questions regarding bills from the meeting:

Barry: No questions.

Lee: No questions

Steve Reese, President

Karen Halstead, Admin. Assistant