

## **Port of Umpqua**

Regular Meeting Minutes  
Wednesday, February 21, 2018 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 FEBRUARY 21, 2018 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 presented.

### **APPROVAL OF MINUTES:**

The draft version of the minutes for January 17, 2018 was presented for approval.

Commissioner Nelson made a motion, 2<sup>nd</sup> by Commissioner Tymchuk to approve the minutes as drafted. Commissioner Reese abstained from the vote as he was not present at the January 17<sup>th</sup> meeting. Motion passed by unanimous vote of the remaining four Commissioners.

### **APPROVAL OF BILLS:**

Commissioner Nelson moved to approve payment of checks in the amount of \$4,064.16 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

After the vote Steve asked if the PUD bill has gone over budget. No it has not.

### **PUBLIC COMMENT:**

Deb Yates: CDABA is having the 9<sup>th</sup> annual Pub Crawl & Trivia Contest on Saturday, March 17, 2018. Registration starts at 5:00 pm.

Jeff Mulkey, Commercial Fisherman, requested he be allowed to make a public comment later in the meeting as he was waiting for someone to join him

### **REGULAR BUSINESS:**

#### **1. South Coast Development Council (SCDC) membership proposal – Samuel Baugh**

Sam was at the meeting to invite the Commission to become members of SCDC. SCDC focuses on economic development, relocation of businesses and in helping companies get established in the area.

**Jonathan Wright, City Manager – Reedsport:** The first year The City became members of SCDC it was a shared membership with the Lower Umpqua Economic Development Forum (LUEDF). Jonathan estimated that The City received around \$20,000 worth of benefits that very first year. Since, The City has become Bronze members. Jonathan works daily with Sam and the folks at SCDC and feels it is the only organization actively working on economic development for our local area.

**Gary Leif, County Commissioner:** The Douglas County Industrial Development Board (DCIDB) has money available but they don't have the presence in this area like SCDC does. In order to be eligible for DCIDB monies you must have that presence. It's important for everyone to work together and be able to utilize that money which is available for economic development. Recently the Douglas County Commissioners decided to become members of SCDC and Gary urged The Port to do so as well.

✓ **Commissioner Jones made a motion to approve joining the South Coast Development Council as a Bronze member and pay the dues in the amount of \$2,500, with \$1000 being paid now and the remaining \$1,500 being paid after the new budget is approved in June 2018, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.**

#### **2. Grimstad & Associates continuing contract proposal**

The Port's audit contract gets renewed 3 years at a time and it's time for renewal. It was agreed that Signe has done a thorough job in the past and works well with staff.

Charmaine recommended that The Port renew the contract with Grimstad & Associates for another 3 years.

- ✓ **Commissioner Tymchuk made a motion to extend the contract for the Port of Umpqua Audit services for an additional 3 years through June 30, 2020, approving the price schedule proposal from Grimstad & Associates, 2<sup>nd</sup> by Commissioner Nelson. Motion passed by unanimous vote.**

### **3. Intergovernmental Agreement, West Spit Bank Stabilization Project**

Charmaine started by giving some history. An Intergovernmental Agreement was created in 1994 with The County when work was done by the Army Corp of Engineers on the West Bank Stabilization Project. The conditions of the project stated it would only be done if there were a sponsor. It is County property so theoretically it should have been The County who was the sponsor however, The County had statutory limitations so The Corp and The County had requested The Port to be the local sponsor. In the IGA it also states that the local sponsor would be responsible for maintenance and repairs in the future. The Port had not been comfortable with this decision so The County proposed that a fund be created to help pay for repairs. A \$50,000 investment was put into a CD and any accrued interest would go back into the fund.

Tonight's discussion was initiated by The County who has made two proposals. The first is a request to move the fund somewhere else. The second proposal is that the entire IGA be deleted. As the Port Manager Charmaine is very uncomfortable with both propositions, especially the request to delete the IGA. In the IGA it states that The County and The Port are equally responsible for future repairs.

The Commissioners, Paul Stallard and County Commissioner Gary Leif discussed various options. The favored idea was to allow The County to invest the money wherever they wish but, to have the money readily available for any repairs to the West Bank area that may be needed, which it was pointed out, is what the money was specifically earmarked for from the start.

Commissioner Chris Boice is the county representative on the Salmon Harbor Management Committee and he is familiar with the discussions on these proposals. Chris has been talking to Keith and Charmaine. Gary said he would take any questions The Port Commissioners had back to Chris for answers.

**Carey:** Concerned, it appears to him that The County just wants to take the money that is in the fund. It was put into the CD for a specific purpose.

**County Commissioner Leif:** Assured that the County is not just out to take the money. The County Treasurer is very familiar with investments and he wants The County to take the money out of the CD and reinvest it so they can get a return on the investment. The money itself will remain earmarked for Salmon Harbor and The Port. This is just a management idea

for investing. If keeping the current IGA in place is what The Port wants, that is fine. The County is all in, and will always be there to help.

Money from the fund has been needed once, a couple of years ago \$10,000 was used on repairs after a large swell came through and heavily damaged the riprap.

The question came up if The County planned on keeping any interest earned from the fund or if there were other plans for using that interest? Gary said it was his understanding that the interest would go right back into the fund.

**Keith:** Requested that The County put together details of where they planned on investing the money and what interest were they anticipating on it receiving.

#### **4. Budget Committee reappointments**

Two of positions on the budget committee expired at the end of December 2017 and one position has been vacated before the end of the term. Debra Yates and Jessica Terra held the positons that have expired and each have agreed to serve another 3 year term.

- ✓ **Commissioner Tymchuk made a motion to approve Debra Yates and Jessica Terra to the Port of Umpqua Budget Committee for an additional 3 year term ending 12/31/2020, 2<sup>nd</sup> by Commissioner Nelson. Motion passed by unanimous vote.**

Charmaine asked if The Commissioners knew of anyone who may be interested in filling the position that was vacated. If they do please have the person(s) contact her.

#### **5. Main Street Program Grant request – Emerson Hoagland**

**Emerson:** Over the last few years the Main Street Program has offered businesses in the community 50/50 match façade grants as part of their Façade Grant Program. These grants could be used for many types of exterior cosmetic work. Altogether over \$30,000 has been raised for the Façade Grant Program and it has proven to be a huge success.

Main Street has realized some of the businesses in town are in need of more than just cosmetic improvements. There are businesses that could use paint or a new sign but they may also have roof damage, electrical issues or other problems that are keeping them from doing business at full capacity. A façade grant would not help them with these issues.

Taking these businesses into consideration Main Street has decided to use the concept of the Façade Grant Program and create a Business Improvement Program. Façade improvements can still be done with the Business Improvement grants but they can also be used for other much needed improvements as well.

Emerson requested a \$5,000 donation from The Port to go toward the Business Improvement Program. He explained he asked for this amount because \$5,000 is the price for an average project.

**Barry:** Is not at all for this, he understands it is a nice thing but what bothers him is the fact that this is a port district that collects tax dollars to put into the port and he doesn't feel it is in the Port's mission statement to make the town of Reedsport "nicer".

**Emerson:** The Main Street Program views economic issues as inter-related. It is hard to say where The Port ends and Reedsport or any of the other communities in the port district begin. By working together hopefully we can better execute both of our missions. The areas overlap and both organizations are interested in increasing the economic and personal quality of life for the people in the whole area.

**Steve:** Thinks this is good for the community and well within the mission statement.

- ✓ **Commissioner Jones made a motion to approve the grant in the amount of \$5,000 to the Main Street Business Improvement Program, 2<sup>nd</sup> by Commissioner Tymchuk. 4 yeah votes from Commissioner(s) Jones, Bridge, Tymchuk and Reese. Commissioner Nelson abstained from the vote. Motion passed with a majority vote.**

**PUBLIC COMMENT (continued from earlier):**

**Jeff Mulkey, 4090 S. Smith River Rd, Reedsport, Commercial Fisherman:**

He feels there are some issues that he would like to see resolved to help the dock run a little smoother. Jeff thinks that some of Dana's (Oceanic Logistics) workers don't get along with Larry. There was an issue with the new forklift. Couldn't use it when there was a lot of product coming across the dock. He employs 11 people on 2 boats, and has delivered over 200,000 pounds of product across that dock. Dana was going to try to be here to say what he'd like to see. He will be here for the long haul. Jeff doesn't think Dana wants to go to his little dock any more than Jeff wants to go over there. Hoping we can figure something out to make things a little more pleasant down there.

**Keith:** Are you're speaking for a number of fishermen?

**Jeff:** I am, a lot of the guys have the same concern they just don't want to come here and talk. Charlie and Stuart talked about it yesterday and we all got the same concern and I'm here speaking my peace.

**Carey:** You're not using the new hyster we bought down there now?

**Charmaine:** There was an issue with it and it was fixed, the keys are in it now. To be totally honest was trying to keep it from getting ripped up.

**Jeff:** When we are delivering a lot of crab, time is money for us. All of us need to get turned around and back in the ocean. So that is what we are kind of hoping we can make work a little better down there. Dana is concerned about our future with Larry. What happens if something happens to him, what would we do then? If we got product to unload. It's like when we had Mr. Boe working we had the little bit of an issue; that it's hard to work with Larry. Jeff felt Eric Boe would've been a good take over but it was hard to deal with what he had to deal with.

**Steve:** Have you discussed all of these issues with the Port Manager, Charmaine?

**Jeff:** I've talked to her quite a bit about the Larry problem over the years. I've talked to her about the forklift and she explained to me what she was trying to keep it for; not to get tore up and good. I have two forklifts and things go faster when you got more. We need to get unloaded so the crews can go home and get their rest, that kind of stuff. They complain about what happens a little bit so, I'm just here to pass on what I've heard for quite a while.

**Steve:** You've had discussions with Charmaine so some of the issues have been resolved apparently.

**Jeff:** Oh yeah, I guess the forklift was out a couple days ago. One of the things Dana is a little ... he's got an employee, a Hispanic guy that can't hardly do nothing down there and so, but then on the other hand some of the other guys, the loggers, have come down there and unloaded lately they, they got more, they are allowed to do more. And so I don't, they, anybody wants issues just because he's a Hispanic guy.

**Carey:** I'm confused, is the Hispanic guy working for us, or working for Dana?

**Jeff:** He's working for Dana.

**Carey:** What about the other guys?

**Jeff:** They're working for Dana.

**Carey:** So, that would be a Dana issue not our issue, right?

**Jeff:** Well no cause Larry don't allow...Larry kind of pulls the pin, it's like Larry does... it's what Larry wants to do. It's kind of a... a... he's told us more than once "I'm going to do it my way". To a certain extent he has that right, but on the other thing a lot of us have done unloaded a lot of product over the years and have a little better knowledge how it can get done. Anyway that's what I got to say.

The Commissioners thanked Jeff. Steve raised the question of whether a discussion was necessary since it's something Charmaine can handle. Barry pointed out that this is not a topic that should be discussed in a public meeting. It's an employee issue.

**Keith:** Where do we go?

**Charmaine:** If we get rid of Larry what are we going to do? In order to run the equipment you are supposed to have a key card. Dana doesn't have a key card. He has had the opportunity to get a key card. The issue has been heard. Thank you Jeff, I appreciate it.

There was some discussion of what privileges are offered to those who choose to purchase a key card.

**REPORTS:**

**STAFF REPORT:**

None

**SALMON HARBOR MANAGER:**

Paul handed out copies of some Salmon Harbor Ordinance Updates.

**Paul:** When the new IGA was adopted there were some Salmon Harbor Ordinances that needed to be changed. County Counsel has put together the changes that were being presented.

Paul was wanting to get started on the process of having the changes officially approved. If The Port Commissioners had no objections to the changes, he would then take them to the SHMC meeting on February 27<sup>th</sup> for their review.

The Port isn't a signer on the Ordinance(s) but were being requested to send a letter stating The Port had reviewed the changes and approved.

The Port Commissioners directed Charmaine to write a letter to the Douglas County Commissioners stating that the changes to the ordinances had been approved.

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"Confluence" Was this past weekend and Paul was helping the Chamber at the festival. One task Paul had been given was to get ice for the vendors. He went to Umpqua Aqua Culture for ice and was told they didn't have enough for the event. Paul said he asked Larry if he could get a tote of ice from The Port. Larry agreed, and the ice was almost too good. It was so cold it froze some of the coils pumping beer. Thank you for the ice!

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

**Deborah:** S.T.E.P. didn't keep all of the eggs this year, most were sent to Rock Creek. Of the eggs they did keep a significant number were killed when someone turned off the water on the eggs - twice and then ODOT accidentally hit a water head while mowing which prevented water from getting to the hatchery for a while before it was discovered.

**COMMISSIONERS:**

**Barry:** The salmon industry meeting for Oregon coming is up this coming Tuesday and that will be the start on finding out if there will be a salmon season or not this year.

**Carey:** Has had some life changes recently that have been really hard and he has decided he is going to start spending more time with his grandchildren. Currently serving on 7 boards, he is going to resign from 4. He plans to stay on as a Port Commissioner, SHMC member and as a Braves Boosters. He is the liaison for The Port on the Chamber of Commerce and he plans on stepping down from this position. The board assured him they stand behind him and his decisions completely.

**The meeting was adjourned at 8:19 p.m.**

The next Port of Umpqua Regular Meeting will be held March 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:**

**1/31/18:**

**Commissioner questions from check signing at end of the month to be included in the January 31, 2018 minutes:**

There were no questions.

Checks were signed by Commissioners Bridge and Reese.

**Questions from check signing at the FEBRUARY 21, 2018 meeting:**

There were no questions during check signing. After the vote to approve the bills, Commissioner Reese asked if the PUD bill has gone over budget. No it has not.

Checks were signed by Commissioners Jones & Nelson.

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Steve Reese, President

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Karen Halstead, Admin. Assistant