

# Port of Umpqua

Regular Meeting Minutes  
Wednesday, March 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

## **Commissioners Not Present:**

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  
March 21, 2018 meeting packet.*

## **Proceedings:**

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

### **APPROVAL OF AGENDA:**

Charmaine noted that Paul was out sick and had asked her to present the Salmon Harbor budget in business item #2.

### **APPROVAL OF MINUTES:**

The draft version of the minutes for February 21, 2018 was presented for approval.

Commissioner Nelson made a motion, 2<sup>nd</sup> 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 \$34,761.11 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. Parcel #3 Industrial Park**

**Charmaine:** Started with a brief history to bring the Commissioners up to date on Parcel #3 of the Industrial Park. There has been interest shown by someone wanting to purchase the parcel but before anything moves in that direction Charmaine asked the Commissioners if they were interested at all in selling the property.

Options were discussed and the Commissioners agreed they would entertain the idea of selling the parcel especially if it meant that the sale could potentially result in creating new jobs. It was also agreed upon that The Port should actively look at other local properties to invest in with any proceeds of a sale of this property.

**Tom Clarke, 2324 High St. Reedsport:** Was at the meeting to represent his nephew who lives in Portland and may be interested in buying the parcel for his company, Green Market Solutions. Green Market Solutions specializes in the sale and distribution of environmentally safe, non-toxic, non-corrosive products that are used in a variety of different applications. They want a warehouse type location where the concentrate of chemicals can be broken down into the normal application solution that would then be stored and distributed most likely in 55 gallon drums.

After a short discussion the board gave Charmaine direction to move forward with potential negotiations and to let the South Coast Development Council know that this parcel is available.

**2. Salmon Harbor Fiscal Year 2018-2019 Budget presentation – Paul Stallard**

**Charmaine:** Paul originally was scheduled to make the budget presentation but he is ill and had called Charmaine asking her to present the proposed budget in his absence.

Charmaine mentioned that when she received the budget sheet that she had questions regarding the numbers, which didn't seem to balance. When she contacted Salmon Harbor she was told that the numbers had been given to Salmon Harbor by the county's finance department. Any questions the Commissioners may have would have to wait for Paul to try and answer.

Charmaine then presented the proposed budget for the Salmon Harbor Marina, RV Resort and Fuel Facility, line by line.

### **3. Float Dock Winchester Bay update**

Charmaine updated the board on the latest with the new float dock project. Since the last Port meeting in February representatives from Bellingham Marine came down to Winchester Bay and devised a repair strategy to fix a list of issues that had come up during the initial dock installation. February 7<sup>th</sup> Bellingham Marine sent workers back to Winchester Bay and they spent almost two days resolving the items on this list.

As of today, Roger has installed new bumper strips that were not part of the original dock design, and is waiting for hardware needed to complete the installation of an additional 7 - 15” cleats. Once installed hopefully the dock will be complete. The fishermen have been using the dock in the meantime which looks great.

### **REPORTS:**

#### **STAFF REPORT:**

##### **Charmaine:**

The Port Commercial Dock in Winchester Bay Brought in \$255 for the Month of February.

Received Longevity Credit check in the amount of \$1,269.50 for 2018 property/casualty insurance program.

Change meeting date in April to Wednesday the 25<sup>th</sup>. Charmaine is going to the PCC conference and there is an SDAO Health Benefits session in Eugene Karen would like to attend. The Commissioners were fine changing the April meeting date.

Asked the board if they are receiving the SDAO training seminar email notifications? If they want to attend, and I encourage them to, let me know. The Port will reimburse for travel.

I've sent out manager employee reviews, please get them back to Steve before Friday April 6<sup>th</sup>.

Ethics Commission Statement of Economic Interest, I sent an email notifying you to not delete the email.

A check was received for the Coos Bay Wagon Road funds pass through in the amount of \$28,734.46.

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

**Deb Yates:** People with S.T.E.P. will be meeting with biologists and engineers to try and find ways to improve the water quality at the hatchery. One of the ideas they are thinking of is to move things around to allow water to come in from a deeper part of the lake where the water quality is better. Deb will know more after the meeting.

**COMMISSIONERS:**

**Barry:** No decision yet on the exact dates but Salmon Season is coming. Hopefully it will start May 1<sup>st</sup>.

**Lee:** Has a conflict in his schedule and won't be able to attend the Emergency Management Meetings. Wanted to check with the other Commissioners and see if it would be okay to have Charmaine go in his place. They were all okay with it, Charmaine said she has already been attending the meetings anyway.

**The meeting was adjourned at 7:37 p.m.**

The next Port of Umpqua Regular Meeting will be held April 25, 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:**

**2/28/18:**

**Commissioner questions from check signing at end of the month to be included in the March 21, 2018 minutes:**

**Commissioner Jones:** Why are there so many checks, we just signed checks at the meeting a week ago.

**A:** Along with the usual bills we have at the end of the month we also had a couple of extras for Main Street Program & SCDC membership.

**Commissioner Reese:** Who is Josh and Mike Mitchel?

**A:** Mike was the dock assistant<sup>2</sup> we hired but he didn't work out. Josh is the current dock assistant<sup>2</sup>.

**Commissioner Reese:** What did we get at Napa and which forklift was it for?

**A:** It was motor oil, don't know which forklift it was for but it was used to do regular maintenance.

Checks were signed by Commissioners Jones and Reese.

**Commissioner questions while signing checks at the March 21, 2018 meeting:**

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

There were no questions during check signing.

Checks were signed by Commissioners Nelson and Reese.

During the meeting Commissioner Bridge asked if The Port charges customers for NSF checks. Yes.

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Steve Reese, President

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Karen Halstead, Admin. Assistant