

Port of Umpqua

Regular Meeting Minutes
Wednesday, April 25, 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 APRIL 25, 2018 meeting packet.

Proceedings:

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

APPROVAL OF AGENDA:

Charmaine requested to add item #4 – Port Manager Job Performance Evaluation. With this one addition the agenda was approved as modified and presented.

APPROVAL OF MINUTES:

The draft version of the meeting minutes for March 21, 2018 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:

Before a motion was made Steve asked if the check to Comfort Flow was for the annual inspection. Yes, and everything looked good. Commissioner Nelson then moved to approve payment of checks in the amount of \$9,126.05 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. Health Insurance Renewal – Debbie McKinney**

Debbie McKinney provided renewal rates and quotes from Regence Blue Cross/Blue Shield through Special Districts as well as from MODA, Pacific Source and Providence. The rates from Blue Cross, which is the current provider for The Port, were the lowest by almost \$100.

Debbie's recommendation was to continue with Regence. She also provided quotes for dental coverage and recommended that The Port continue with the current provider Pacific Source.

- ✓ Commissioner Jones made a motion to approve Proposed Employee Health, Vision and Dental renewal plans with SDIS for health and vision and continue with Pacific Source for Dental as submitted, 2nd by Commissioner Tymchuk. Motion passed by unanimous vote.

2. Ratify approval of letter of support for the Deans to Dunes trail project USDOT

Following the March meeting The City requested a letter of support to the U.S. Department of Transportation for the Deans to Dunes Multimodal Trail Project. Charmaine polled the Commissioners via phone and e-mail and had received approval to proceed with the letter. This business item is to ratify that approval.

- ✓ Commissioner Tymchuk made a motion to ratify approval of the letter of support to the US Department of Transportation for the development of a Deans to Dunes multi-modal trail system, 2nd by Commissioner Jones. Motion passed by unanimous vote.

3. Reedsport Memorial Day Parade contribution

Jim Wells recently stopped by to see if The Port would consider becoming a sponsor of the Reedsport Memorial Day Parade. The requested sponsorship amount is \$50.00.

Charmaine:

Reminded the Commissioners of resolution 97-04 that was adopted in 1997. This resolution gave the Port Manager authorization to screen any donation requests. After comparing this particular request to her screening process she determined it met all of the conditions and added that she felt this is a very worthwhile project. Charmaine recommended to the board that they approve the request. All of the Commissioners all were in agreement that this is a very worthwhile cause.

- ✓ Commissioner Nelson made a motion to approve a contribution to the Reedsport Memorial Day Event parade in the amount of \$50.00 as a sponsorship, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

4. Port Manager Job Performance Evaluation

Steve: Thanked the Commissioners for returning the completed evaluations so he could compile the results in time for the meeting.

Keith: Looking at the results is a testimony to how well Charmaine represents The Port to others. Job well done.

REPORTS:

STAFF REPORT:

Commercial Dock in Winchester Bay brought in \$16,591 in the month of March.

Last fall Tyree Oil reported there were large potholes in the driving and parking areas of the card lot. Johnson Rock quoted \$1,855 to fill in the potholes. Charmaine had Johnson Rock complete the work.

Port Counsel, John Wolfe recently called to let Charmaine know that the law firm Speer-Hoyt, Attorneys at Law, are raising their rates as of July 1, 2018. The current rate is \$200/hour, the increase will bring it up to \$235/hour. John also announced his retirement beginning the first part of January 2019. Charmaine recommended staying with the Speer-Hoyt firm after his retirement. There are other attorneys at the firm that Charmaine has worked with over time.

Went to the PCC Conference in Coos Bay last week. There were many opportunities for networking and good information was presented. After the conference ended on Friday, Charmaine attended the House Transportation Committee round table discussion which was convened by Congressman DeFazio. The focus of the discussion was the full use of the Harbor Maintenance Trust Fund by the Army Corp. of Engineers' for dredging and jetty infrastructure projects.

Another topic that came up at both the PCC conference and the round table discussion was the South Coast dredge, Laura. There were many questions directed to the Port of Coos Bay on the scheduling procedures and how the dredge is working out. There were also legislative representatives from Northern California and Louisiana who were very intrigued about the program.

A copy of an IGA between The County and The Port along with meeting minutes from the February 21, 2018 meeting were given to the Commissioners. This was to give the Commissioners time to get familiar with the IGA before the May 16th meeting, when it will be included on the Agenda.

The IGA was created as part of the West Spit Bank Stabilization Project. A few months ago The County made proposals regarding this IGA and the Commissioners will be discussing those proposals to decide whether or not to modify or completely terminate the IGA.

Keith: There currently is around \$74,000 in the maintenance fund. The County wants to invest the money instead of having it just sit in the bank where it isn't making any return. Keith proposed to The County that they take out their original \$50,000 used to establish the fund which would still leave approximately \$24,000. The County could then do whatever they wanted with the \$50,000, including investing it if they so choose. The Port would then put \$24,000 back into the fund to bring the balance back up to \$48,000. This should be more than sufficient for any unforeseen maintenance since Salmon Harbor has only used \$10,000 for maintenance since the fund was created in 1994.

The County has made some proposals of their own regarding this fund and the IGA but, have yet to provide The Port with anything in writing.

Representatives from the ACoE stopped by today as part of their Coastal Trip. The Port has been funded for 9 days of dredging in 2019 which is great news.

SALMON HARBOR MANAGER:

Paul: Felt the meeting today with the ACoE was a success for Salmon Harbor. He has had a chance to talk to Anita about much needed dredging in the harbor and suggested that Salmon Harbor be able to “piggy back” their dredging at the same time The Port is scheduled to have the channel dredged. Salmon Harbor has been putting money away to have dredging done in the break water area where it is badly needed. A while back there was a boat unloading at The Port Dock when another commercial boat decided to wait to be unloaded at the Salmon Harbor fuel dock. When the vessel was pulling into the fuel dock it got stuck in the sediment in the middle of the navigable channel.

Next, Paul handed out a summary of design and estimated costs from HGE Engineers for the RV Resort Expansion Project. It is ultimately going to be a \$2.5 million dollar project with an aggressive estimated timeline. Completion is projected to be done in 2019.

S.T.E.P.:

Deb Yates: S.T.E.P. recently had a meeting and decided to move things around at the hatchery. They also received a grant to put in a new foundation. When they do, S.T.E.P. also plans on building an 8’x10’ storage shed.

COMMISSIONERS:

Keith: Scottsburg Bridge is expected to have the engineering and design on that project completed in 2019 with construction starting in 2020.

He was recently contacted by the State Treasurer’s Office telling him that reps will be here on May 10th to tour Fred Wahl and to discuss job training in the trades as well as other local issues regarding education. Since the State Treasurer also sits on the State Land Board, Keith hopes that there will be a push for a resolution in the Elliot state forest to generate money for the common school fund.

The meeting was adjourned at 7:57 p.m.

The next Port of Umpqua Regular Meeting will be held May 16, 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:**

3/30/18:

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

Carey:

Why is The Port paying for the bond & auto insurance for Orca Divers?

A: It was actually a cost savings because Orca Divers put in a bid that was much lower than the others.

Carey: How big are the trash containers?

A: Ork Rock Rd is the dumpster sized container at the dock and 1877 Winchester has one regular sized can and one regular sized recycle can.

Steve: Was the check for the final bill from Orca Divers?

A: No, he has since installed the bumpers & new cleats which were added to the original project.

Steve: Is the amount of the Bellingham Marine check for the reduced amount as per agreement?

A: Yes

Steve: Didn't we just have the hoist maintenance? Why is there a check for items that should've been included in the maintenance?

A: Yes it was recently maintenance and Mr. Johnson has said they will reimburse us because the additional items purchased should've been included with the maintenance.

Checks were signed by Commissioners Jones & Reese.

Questions from check signing at the April 25, 2018 meeting:

Barry: Is Speer/Hoyt from selling the dock at Fred Wahl's?

A: Charmaine has been discussing it with John, as far as I know nothing has sold.

Carey: Why \$760 bill for legal advice for dock sale if it hasn't sold?

A: Needed to discuss some things with John Wolfe.

Carey: Why is it we cannot hire Dunlap to mow but we can hire Scott Lewis to pave the Tyree property?

Carey: Are we selling Stemmerman property?

A: Yes it was decided at last month's meeting to proceed with selling it.

Carey: Did Johnson Rock pave or just fix potholes?

A: Will be discussed in the manager's report. / They fixed the potholes.

Checks were signed by Commissioners Nelson & Jones.

Steve Reese, President

Karen Halstead, Admin. Assistant