

Port of Umpqua

Regular Meeting Minutes
Wednesday, May 16, 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 (arrived 7:05)
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 **MAY 16, 2018** meeting packet.*

Proceedings:

The meeting was called to order at 7 p.m. by President Steve Reese.
Steve noted that there was a quorum of Commissioners present for this meeting.

APPROVAL OF AGENDA:

There were no changes and the agenda was approved as presented.

APPROVAL OF MINUTES:

The draft version of the minutes for April 25, 2018 was presented for approval.
Commissioner Bridge made a motion, 2nd by Commissioner Jones to approve the minutes as drafted. Motion passed with a vote of 3-0.

APPROVAL OF BILLS:

Commissioner Bridge moved to approve payment of checks in the amount of \$5,383.74 to be paid out of the General Fund, 2nd by Commissioner Jones. Motion passed by a unanimous vote of 4-0.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. IGA West Spit Bank Stabilization Project, revisited:

This is a continued discussion * between The County and The Port regarding the IGA from the West Spit Stabilization Project. (* For more history re: these discussions see the meeting minutes from 2/18/18 and 4/25/18).

Two options are being considered. Option #1 –remove all of section 3 in the IGA or Option #2 abolish the IGA entirely. Commissioner Boice stated that getting rid of the IGA entirely really isn't an option because the IGA was a requirement from the ACoE as part of the original project.

In addition to making changes to the IGA, the Commissioners are also considering a request from The County to take out the \$50,000 The County had used to setup a special fund for future maintenance and repairs to the West Spit. The County wants to invest that money in hopes of earning a return on it vs. just letting it sit in the bank in a CD that will earn very little interest.

The Port Commissioners agreed that it made sense to want to invest that \$50,000. The Port could then match the remaining balance of the account, which is interest the fund has accrued over the years, and bring the balance back up.

Keith: That should leave more than a sufficient amount to cover any future repairs, considering that the fund has only been used once since it was created in 1994. \$10,000 was used a few years ago to repair damaged rip rap caused by a large swell. If anything ever happens that would require a substantial amount, more than what is in the fund, The Port would most likely request help from The State or the Federal Government.

- ✓ Commissioner Tymchuk made a motion for The Port to authorize the modification of the Intergovernmental Agreement concerning the West Spit in Salmon Harbor which involves an IGA with Douglas County, 2nd by Commissioner Bridge. Motion was passed by unanimous vote. 4-0

2. Review Capital and Operation Reserve Funds:

Charmaine: It is a requirement to review the reserve funds every ten years. It also gives The Port the opportunity to either keep a fund as is, or eliminate it.

In preparation for a potential investment into Salmon Harbor, The Port may want to eliminate the purpose of one or both of these funds under review and either recreate a new fund for future projects or put the money into the General Fund which would allow more flexibility.

Something else to think about is the fact that with the exception of the Operational Reserve Fund, all of the other reserve funds were created as part of the budget process instead of properly being established as a reserve fund through a resolution with a specific documented purpose.

Keith: Felt it would be wise for The Port to close the existing Capital Reserve Fund and then create a new Capital Reserve Fund through the resolution process. This new fund could be flexible enough to allow The Port to invest in different economic development projects within the district.

Lee: Agreed, saying that the budget is a plan, a resolution is the authority for its use and that is why both are required.

Charmaine: Reminded the Commissioners that it will require a resolution to abolish any fund, and then another separate resolution to recreate them.

The Commissioners asked Charmaine to look into this further and bring the information that she finds to the board at a future meeting.

REPORTS:

STAFF REPORT:

Received a Thank You from Jim Wells for the Port's sponsorship of the Memorial Day Parade.

Carey: How much squid has come across the Winchester Bay dock so far this year?

A: Over 900,000 pounds.

SALMON HARBOR MANAGER:

No report.

S.T.E.P.:

Deb Yates: Recently something affected the water flow into the salmon area at the hatchery and 1,200 salmon suffocated and died. This left 600 salmon which have since been fin clipped and are in the raceway until they're ready to be released into S.T.E.P. Creek. Security cameras are being installed and that should help find the cause of these issues that keep happening out there.

Jonathan called and told Deb there were quite a few dead sardines floating in the Umpqua River by the boat launch. Deb was able to get some samples and has sent them off to Oregon State University's pathology department.

There are two big projects S.T.E.P. is getting ready to start. A fishing dock will be built at Lake Marie and another fishing dock will be built somewhere in Salmon Harbor.

September 14th S.T.E.P. will be having a BBQ and Meet 'N Greet for the folks from ODFW's Department of Restoration & Enhancement (R&E). S.T.E.P. also plans to have a boat in the Memorial Day Parade.

COMMISSIONERS:

Carey: Asked Commissioner Boice what will happen now that Commissioner Leif has gone on to be a State Representative, leaving a vacancy on the County Commissioner's board?

Chris: Essentially the remaining County Commissioners will select an interim person who will sit on the board until a special election in November. The process will see a 45 – 60 day application period and then a small group of people, chosen by the county, will review all of the applications that come in. That group will narrow down the list and then make recommendations to the Commissioners who will select someone from that list.

Keith: Was recently contacted by State Treasurer Tobias Reed to say he would be in the area and wanted to visit anyplace that Keith felt would be educational for him. Keith and Jonathan Wright setup a tour at Fred Wahl. There were a few others who accompanied Tobias as well as several people from our area. Fred himself gave the tour and the feedback was very positive from those who were there.

The meeting was adjourned at 7:48.

The next Port of Umpqua Regular Meeting will be held June 20, 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:**

4/30/18:

Commissioner questions from check signing at end of the month to be included in the May 16, 2018 minutes:

Steve: Is Josh Barcus only working for The Port or is he working for Dana as well?

A: Both, and he is also working on one of the fishing boats.

Steve: Is the \$80 to Pacific Source for dental?

A: Yes

Steve: Are the supplies from Napa for the forklift? Is it for the old forklift?

A: It's actually for maintenance on the hoist and both forklifts. It was all for maintenance.

Steve: Is the check to Mr. Mom's for shampooing the carpets?

A: Yes, they did the complete main hallway.

Keith: Had no questions.

Checks were signed by Commissioners Reese & Tymchuk.

Commissioner questions while signing checks at the MAY 16, 2018 meeting:

Steve Reese, President

Karen Halstead, Admin. Assistant