

Port of Umpqua

Regular Meeting Minutes
Wednesday, June 20, 2018 at 7 p.m.
Port of Umpqua Annex
1841 Winchester Ave
Reedsport, OR

THESE MINUTES ARE FINAL and APPROVED.

Commissioners Present:

Secretary Barry Nelson
Treasurer Lee Bridge
Asst. Secretary Carey Jones

Commissioners Not Present:

President Steve Reese
Vice President Keith Tymchuk

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
JUNE 20, 2018 meeting packet.*

Proceedings:

The meeting was called to order at 7 p.m. by Secretary Barry Nelson.

It was noted that a quorum of Commissioners were present for this meeting.

APPROVAL OF AGENDA:

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

APPROVAL OF REGULAR MEETING MINUTES:

A draft version of the minutes for the Regular meeting on May 16, 2018 was presented for approval. Commissioner Bridge made a motion, 2nd by Commissioner Jones to approve the minutes as drafted. Motion passed by unanimous vote.

APPROVAL OF BUDGET MEETING MINUTES:

A draft version of the minutes for the Budget meeting on May 16, 2018 was presented for approval. Commissioner Bridge made a motion, 2nd by Commissioner Jones to approve the minutes as drafted. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Jones moved to approve payment of checks in the amount of \$8035.59 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. Fiscal Year 2018-2019 Budget

Charmaine noted that when the budget committee met May 16, 2018 no changes were proposed to the Port of Umpqua 2018-2019 fiscal year budget as it was presented. As budget officer, she proposed that the Commissioners adopt the 2018-2019 fiscal year budget as it was approved by the Port of Umpqua Budget Committee at that budget meeting.

a) Receive Public Comment:

There was no public comment given.

b) Adopt the 2018-2019 Fiscal Year budget:

✓ Commissioner Bridge made a motion to adopt the 2018-2019 fiscal year budget as presented and approved by the Port of Umpqua Budget Committee, 2nd by Commissioner Jones. Motion was passed unanimously by the quorum of Commissioners present.

c) Adopt Resolution 18-01:

✓ Commissioner Jones made a motion to adopt Resolution 18-01 adopting the budget in the amount of one million, five hundred twenty five thousand, one hundred sixty one dollars (\$1,525,161.00) making appropriations, imposing and categorizing the tax for fiscal year 2018-2019, 2nd by Commissioner Bridge. Motion was passed unanimously by the quorum of Commissioners present.

2. Workers Compensation Renewal – Debbie McKinney

Debbie McKinney had renewal rates for Workers Compensation, recommending that the Commissioners renew with SDAO. It was added that SDAO has been very responsive in the past for any and all requests for inspections and training.

✓ Commissioner Bridge made a motion to approve workers compensation renewal for the 2018-2019 fiscal years with Special Districts of Oregon in the amount of \$1,132.43, 2nd by Commissioner Jones. Motion was passed unanimously by the quorum of Commissioners present.

3. Staff Salaries

The salary increases that were being requested are those that had been included in the 2018-2019 budget that was just adopted.

Carey: Does the new dock assistant make the same wages as the current dock assistant? No. The new helper is making \$13 per hour, it is listed in the budget as “other personnel” but not specifically broken down by rate.

- ✓ Commissioner Jones made a motion to approve the wage and salary increases as requested by the Port Manager, 2nd by Commissioner Bridge. Motion was passed unanimously by the quorum of Commissioners present.

4. Reimburse funds for the *Cooperative Community Marketing Project*

Charmaine: In June of 2015 the Port approved a supplemental budget to create a new line item in the Port’s budget for funds to engage the Pioneer Group to assist in marketing the local area to prospective Jordan Cove LNG workers. Several groups in the area agreed to contribute to the project and it was decided that the Port would make accommodations in its budget to receive and remit the funds as directed by the group. The Port has been notified that the Pioneer Group dissolved its business on June 1, 2018. The local community has never paid anything out to the Pioneer Group. This business item is to approve reimbursement of funds to those who had contributed. They are the City, Hospital and Kerry and Keith Tymchuk.

- ✓ Commissioner Bridge made a motion to approve the reimbursement of funds to the City of Reedsport \$2,500, the Lower Umpqua Hospital \$2,500 and Kerry and Keith Tymchuk \$1,000 as contributed to the Cooperative Community Marketing Project which has been terminated, 2nd by Commissioner Jones. Motion was passed unanimously by the quorum of Commissioners present.

5. Pacific Northwest Waterways Association (PNWA) annual membership dues

Charmaine: This group is invaluable to us and as they are to any group who are members. They constantly lobby on our behalf. Highly recommend renewing our membership.

- ✓ Commissioner Jones made a motion to approve Pacific Northwest Waterways Association annual dues in the amount of \$660.00 to be paid from the General Fund. Motion was passed unanimously by the quorum of Commissioners present.

After the vote Charmaine noted that the Port of Umpqua received an additional \$405,000 in the ACoE 2018 work plan. This means Port of Umpqua will get a total of \$1,326,000 for dredging this year.

REPORTS:

STAFF REPORT:

The Winchester Bay the dock brought in \$6,956 during the month of May. The ice machine brought in \$2,550. This isn’t what was billed out, but payments received.

Central Lincoln PUD didn’t want a camera on their light pole at the dock so they gave the Port the option to buy the light pole outright for \$1.00. After purchasing the pole the PUD light was replaced with one of our own; Ladd Electric did the electrical work.

June 6th there was a major breakdown at the ice machine. The complete 40 foot shaft of the auger had to be taken out of the machine and over to RMF Machine Services. (This is the old Reedsport Machine & Fabrication), there, the shaft was removed from the motor, new parts were ordered and those arrived on Tuesday. The parts were replaced, the machine was re-assembled and when the machine was turned on the shaft broke completely in half. Again it was taken to RMF Machine Services where it was repaired again and has since been put back together.

With the Halibut opening coming up there have been orders for commercial ice that were placed weeks ago. Larry has informed the fishermen that there may be an issue getting the ice to them with all of these repairs. Working hard to keep the ice machine running.

Lee: Is that a part that is likely to break again? If you think it may it might be a good idea to stock a few backup parts. Charmaine did order extra auger parts when she ordered what was needed to fix it.

Kyle Harold is our new employee. He is doing well, which is good. There is a need to have someone to back Larry up.

Caryn Hamner will be retiring from Salmon Harbor and there will be an open house celebration in her honor at the Salmon Harbor Marina Office on Friday, June 29th at 1:00 p.m. She has been there 19 years.

COMMISSIONERS:

Lee: Attended some SDAO training in Gold Beach a week ago and found it to be pretty good training.

Carey: How many offices are there rented out in the Business Center? Umpqua Soil & Water Conservation District rents a full quad. Marketron rents an office for Shelley Swift and Pacific Forest Management has an office as well.

Are there any SDAO training sessions on Drones and the rules surrounding them? Yes there is.

Is the squid fishery still going on? It has been but seems to be slowing down. There hasn't been as much being offloaded. Right now the fishermen are pushing to get ready for the halibut opening which is supposed to be on June 27th. It is just a 10 hour fishery.

Barry: Albacore is just starting to show up. Water is warming up. Couple of boats will be leaving this week. Carey said Patrick Roelle would be.

Charmaine: Will be gone this weekend and back on Wednesday and then will be gone the week of July 4th.

Meeting was adjourned at: 7:24 p.m.

The next Port of Umpqua Regular Meeting will be held July 18, 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:**

5/31/18:

Commissioner questions from check signing at the end of the month to be included in the June 20, 2018 minutes:

Steve: Larry worked 50 hours in a week? Did he get overtime?

A: Yes, with the squid coming in he has had a lot of hours at the dock.

A: Yes the extra 10 hours are overtime.

Steve: What was the torch trigger for? To thaw the ice?

A: Yes, it's to thaw ice at the ice machine.

Keith: There were no questions.

Checks were signed by Commissioners Reese and Tymchuk.

Questions from check signing at the June 20, 2018 meeting:

Carey: There were no questions.

Barry: What was the problem with the auger?

A: We had to get parts & replace sections.

Barry: Was the problem inside the ice house?

A: Yes

Steve Reese, President

Karen Halstead, Admin. Assistant