

Port of Umpqua

Regular Meeting Minutes
Wednesday, July 18, 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
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
JULY 18, 2018 meeting packet.*

Proceedings:

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

APPROVAL OF AGENDA:

Commissioner Jones requested that a 5th item be added; Ice Machine Discussion. With the one addition the agenda was approved by consensus.

APPROVAL OF MINUTES:

The draft version of the minutes for June 20, 2018 was presented for approval.

Commissioner Tymchuk made a motion, 2nd by Commissioner Bridge to approve the minutes as drafted. Motion passed by unanimous vote.

Commissioner Reese abstained from voting as he was not present at the June 20th meeting.

APPROVAL OF BILLS:

Commissioner Tymchuk moved to approve payment of checks in the amount of \$6,051.64 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. Election of Board Officers Fiscal year 2018-2019:

Commissioner Bridge suggested that the Commissioners retain their current positions on the board. The board is comprised as shown below:

Port of Umpqua Board of Commissioners for fiscal year 2018-2019

President: Steve Reese

Vice President: Keith Tymchuk

Secretary: Barry Nelson

Treasurer: Lee Bridge

Asst. Secretary: Carey Jones

- ✓ **Commissioner Bridge made a motion approve the Officers as presented for the Port of Umpqua Board of Commissioners for the FY 2018-19, 2nd by Commissioner Tymchuk. Motion passed by unanimous vote.**

2. Committee and other Appointments:

Charmaine stated that the Lower Umpqua Economic Development Forum (LUEDF) has not been meeting for some time and she wasn't sure this group was still together. Deb Yates said it hasn't split up but isn't active right now either. LUEDF has been able to retain their 501(c) (3) status and the LUEDF board is currently in the process of deciding what future direction to take.

Commissioner Jones has requested to step down as The Port's representative at the Chamber of Commerce meetings. Paul Stallard offered to represent The Port at these meetings as he is already attending them for Salmon Harbor.

- ✓ **Commissioner Tymchuk made a motion to have Paul Stallard represent the Port of Umpqua at the Chamber of Commerce meetings, 2nd by Commissioner Bridge. Motion passed by unanimous vote.**
- ✓ **Commissioner Tymchuk made a motion to approve the committee and other appointments as recommended for Fiscal Year 2018-2019, 2nd by Commissioner Bridge. Motion passed by unanimous vote.**

3. Main Street Program Sponsorship request:

Emerson Hoagland, Reedsport Main Street Coordinator:

Emerson gave an update on projects that were made possible by the Business Improvement Fund grants which The Port previously contributed to. These funds were eligible to be used for more than façade improvements. Local business owners have used them to do a variety of needed repairs including painting, trims, floors and more. All work should be completed by September.

ODOT will be doing a street expansion project downtown and Main Street is looking for ways to be able to compliment the work to be done. One idea is to install some street furniture such as benches. The benches that Main Street plans to install are from Premier Site Furniture. This company makes the benches and also offers laser printing on them. Main Street is soliciting sponsorships of the benches to help offset the cost of them and if there is enough money raised, Main Street will use left-over funds for some street art downtown.

The benches will not be installed until after ODOT has completed the expansion project. The Commissioners decided to table this item for the time being and discuss it at a future Port meeting.

4. Salmon Harbor Expansion Project update – Paul Stallard

Recently there was a setback on the Salmon Harbor RV Expansion when it was realized that due to the size and scope of the project the engineering is going to exceed the \$50,000 limit for public contracting law. Up until now HGE Engineering has been working with Paul to get all of the groundwork done. Instead of moving forward with HGE and forgiving the fact they would go over budget, Douglas County Management & Finance decided Salmon Harbor will have to make a request for proposals (RFP) again in search of a new engineering firm.

The timeline will be very tight; on August 2nd there will be a mandatory site visit, proposals are due by 11 a.m. on September 6th. Once proposals are gathered there will be a group comprised of folks from the Salmon Harbor Office staff and Salmon Harbor Management Committee who will go through and grade the proposals, moving forward toward a final decision which is expected no later than September 18th. In the RFP it states that the completion date for the whole RV Expansion project is October 18, 2019.

5. Ice Machine Discussion – Carey Jones

After talking with others about the availability of ice from the new ice machine, including local fishermen and people from other areas, Carey wanted to discuss whether it would be beneficial to get another freezer container to store ice in after it's been made. There are two goals for doing this. The Port would have the ability to have more than 9 totes available at one time, and hopefully the ice machine wouldn't need to be worked as hard as it has been.

Paul pointed out that there is a design flaw with the ice machine. When it detects that all of the totes have been filled, the pipe that delivers ice to the totes stops ice production. What happens next is that once the machine stops it eventually causes the delivery tube to freeze up solid and get blocked with ice. If there were a storage container it would allow for a place to store the totes of ice while Larry cleans out what ice may be left in the delivery tube.

Keith: Would the fishermen be willing to pay a little more for ice to help recover the additional costs of acquiring another freezer container? Carey thought they certainly would considering that the alternative

now is to drive their boat(s) to Coos Bay for ice. A small bump in the ice prices would be much more cost effective for the fishermen than those kind of travel costs.

The Commissioners gave Charmaine direction to look into what it would cost to add another freezer container, this would include pouring another cement slab and more permitting costs.

REPORTS:

STAFF REPORT:

The Winchester Bay dock brought in \$876 in June. The squid fishery saw over a million dollars come over the dock in Winchester Bay during May and June. The Port charged one cent per pound for squid that was offloaded.

Jordan Cove will be having a happy hour event this Friday at 5 p.m. It will be at “Restaurant O”, which is the old Benetti’s.

Charmaine is currently in the process of gathering information from local sources to be passed on to PNWA who then provides it to the ACoE as justification for continued dredging needs.

SALMON HARBOR MANAGER:

None

S.T.E.P.:

Gave an update on progress out at the hatchery.

Over Labor Day Weekend S.T.E.P. will be having the 25th annual Salmon Derby. This year for the first time all of the prizes for the biggest and smallest fish of the derby will be provided by sponsors. There will also be some great raffle prizes.

Carey: Will the Rainbow Plaza boat launch project be done and ready in time for the Salmon Derby in 2019?

No, it will be ready in time for the Salmon Derby this year.

COMMISSIONERS:

Keith: Attended the Regional Solutions meeting on Monday. This year there is 4 million dollars available for capital improvement projects chosen from proposals that come from 11 regions. Proposals submitted are to cost somewhere between \$200,000 and \$1,000,000. Jonathan Wright did an excellent job presenting a local project to stabilize the levies. Originally the levies were stabilized using stumps and root wads which have since rotted away leaving vacuums and holes in the levy. This project would oversee pouring concrete to fill in the holes for stabilization.

The meeting was adjourned at 7:59.

The next Port of Umpqua Regular Meeting will be held August 15, 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:**

6/30/18:

Commissioner questions from check signing at end of the month to be included in the July 18, 2018 minutes:

Lee: There were no questions, it should be noted that he does compare the checks one by one to the Check Approval List.

Steve: Did The Port put money into the Community Project Fund?

A: No, The Port created a line item in The Port's budget to handle it but this project never happened, and The Port did not put any money into it.

Checks were signed by Commissioners Bridge and Reese.

Questions from check signing at the July 18, 2018 meeting:

There were no questions. Checks were signed by Commissioners Jones & Reese.

Steve Reese, President

Karen Halstead, Admin. Assistant