

# Port of Umpqua

Regular Meeting Minutes  
Wednesday, August 15, 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  
Asst. Secretary Carey Jones

## **Commissioners Not Present:**

Treasurer Lee Bridge

## **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 AUGUST 15, 2018 meeting packet.*

## **Proceedings:**

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

## **APPROVAL OF AGENDA:**

There were no changes to the agenda as presented and it was approved by consensus.

## **APPROVAL OF MINUTES:**

Commissioner Tymchuk made a motion to approve the meeting minutes from July 18, 2018 as drafted and presented, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

## **APPROVAL OF BILLS:**

Commissioner Nelson moved to approve payment of checks in the amount of \$4,674.77 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Tymchuk. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

No public comment.

**REGULAR BUSINESS:**

**1. Ice Machine discussion**

At last month's meeting Commissioner Jones brought up a discussion of whether The Port would want to consider obtaining a 2<sup>nd</sup> refrigerated container at the Commercial Ice Machine in Winchester Bay. He felt there may be a need after talking with some of the fishermen about commercial ice availability. Charmaine had been directed to research what it could cost and if there were a need for an additional container. She provided those findings from her research with this business item. (See the On-Line meeting packet for 8/15/18).

**Charmaine:** Johnson Rock quoted a 15% increase to the cost of the first concrete slab they poured when the Ice Machine was initially built. With this increase it would cost \$24,444 for Johnson Rock to pour another slab. Scotty Lewis stated he would be interested in providing a quote for pouring a slab so the plans from the original project have been provided to him.

With all of the costs combined to pour another concrete slab, complete the electrical work and to buy an additional container it would cost approximately \$36,514.

Commercial ice sales to date; there have been 841 totes sold for a total of \$42,394. This estimate may not be exact considering that one buyer has used his own totes in the past which are smaller than The Port's totes and therefore he paid a reduced rate of 3 totes for \$100.

Mark Mosley (Mark's Refrigeration, previously AirTemp) who has been maintaining the ice machine since the beginning doesn't think that the problems are due to a lack of enough room or a need for more totes, it's because of the many mechanical issues we've experienced with the ice machine itself. One big issue being worked on right now is ice freezing solid in the bottom of the totes when it has sat for more than 2 or 3 days. It should not do this, and when it does the ice is unusable and has to be dumped out.

Another problem has been with the auger seizing up which then results in a pin getting sheared off. The Port has had to discontinue making ice overnight because Larry was having to monitor the machine every couple of hours to make sure it didn't have any issues.

Replacing a pin creates is major down time because the whole motor has to be disassembled just to reach the pin to replace it.

**Keith:** It seems reasonable right now to focus on fixing all of the existing issues with the ice machine instead of trying to make more ice and store it in an additional container. Going over the numbers provided he pointed out that the revenue from commercial ice sales so far exceeds what was originally projected but, the expenses are proving to be double what was projected too. This is an issue because maintenance costs can be expected to go up the longer the machine is in service.

**Steve:** Supports Carey’s original idea for providing sufficient amounts of ice for the needs of the fishermen but, until all of the issues with the ice machine can be worked out it does not make sense to put in another container when we can’t properly store the ice currently being made. Steve feels that The Port was sold a poor product from Highland and Highland should be held accountable.

**Barry:** Spoke to the folks at Reedsport Machine & Fabrication who work on the machine and are familiar with its design. There is a fairly easy fix for what is obviously a design flaw in the auger. Barry offered to talk to Rick at RMF and discuss replacing the existing coupling with one that is better situated so that the whole motor no longer will have to be dismantled just to replace a pin.

There are only a couple of fishermen who would benefit from an expansion in the ice facility and of those, some are only here during special fisheries such as squid. It’s not reasonable to want to expand just for a few that purchase ice periodically.

The Commission came to a consensus not to move forward with expansion plans at this time. Adding another container would not resolve the real issue(s) of the ice machine not working properly and right now Larry does not have a backup.

## **2. Buildings Preventative Maintenance Policy**

As part of Special Districts Association of Oregon’s (SDAO) continued effort to reduce liability, property and casualty costs, Districts are encourage to adopt and follow policies that promote ongoing facilities maintenance. This year as part of the 10% potential credit to our property and liability insurance premium, SDAO is asking Districts to adopt a Building Preventative Maintenance Policy.

- ✓ Commissioner Nelson made a motion to adopt the Port of Umpqua Building Preventative Maintenance Policy and authorize the Port President to sign it, 2<sup>nd</sup> by Commissioner Tymchuk. Motion passed by unanimous vote.

## **REPORTS:**

### **STAFF REPORT:**

The Dock brought in \$962 for the month of July. Revenue from the ice machine was \$1,195.

Congressman DeFazio will be at the Community Center from 12 – 1 on Wednesday, August 29<sup>th</sup>.

## **COMMISSIONERS:**

**Keith:** Attended a Meet n Greet with one of the new Vice Presidents of Pembina, the new Canadian Company who now owns the Jordan Cove Project. He was very impressed with the gentleman. Pembina wants to show a presence; they now have offices in Portland that will soon have 40 employees. Eventually they will also have offices in Coos Bay. The new VP projected that Jordan Cove will have product cross the dock by 2021!

Last month through Regional Solutions Keith was given a tour of the Winter Lake project located near Coquille. The fields in this location have always flooded in the winter so 7 new tide gates have been installed. These new tide gates are vertical, they lift up and down and are regulated by the amount of water inside. ODFW has also taken a stake in this project and have helped with the costs because this location is also a habitat for salmon smolt during the winter.

**The meeting was adjourned at 7:48.**

The next Port of Umpqua Regular Meeting will be held September 19, 2018 at 7:00 p.m. at the Port of Umpqua Annex building, 1841 Winchester Ave., Reedsport, Oregon 97467.

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Steve Reese, President

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Karen Halstead, Admin. Assistant

**\*\*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:**

7/31/18 – End of month check signing, there were no questions.  
Checks were signed by Commissioners Bridge and Reese.

8/15/18 – Check signing at the meeting, there were no questions.  
Checks were signed by Commissioners Jones and Nelson.