

# Port of Umpqua

Regular Meeting Minutes  
Wednesday, October 17, 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  
Secretary Barry Nelson  
Treasurer Lee Bridge  
Asst. Secretary Carey Jones

## **Commissioners Not Present:**

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  
**OCTOBER 17, 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 Nelson made a motion to approve the meeting minutes from September 26, 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 \$5,812.99 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

There was none.

**REGULAR BUSINESS:**

**1. Associations & Memberships dues review**

**Charmaine:**

A spread sheet was provided listing all of the groups and organizations to which The Port pays membership dues.

Changes since the last time the list was reviewed. Last month the board chose *not* to renew the OCZMA membership which had an annual membership fee of \$500. South Coast Development Council (SCDC) has been added and the Lower Umpqua Economic Development Forum (LUEDF) hasn't met for a long time, nor have they solicited for membership dues therefore \$0 have gone out to them.

**Steve:** What organization did the Commissioners approve a membership to last month? That was the Partnership for Umpqua River (PUR).

**Charmaine:** SCDC, especially Shaun and Sam, know all of the ins and outs of economic development and any incentives that are offered locally. They are aware of what properties The Port has to offer, including office space.

The board could choose to approve all of the listed memberships in a single motion. It was considered at one time but no motion was ever made. Right now each membership is brought to the board for consideration as each renewal comes up.

**Carey:** Appreciates discussing each agency as their renewal comes up, it helps refresh his mind as to what each organization offers.

**REPORTS:**

**STAFF REPORT:**

Dock Report:

The Port Commercial Dock in Winchester Bay Brought in \$ 13,435.33 for the Month of September. Ice machine brought in \$2,891.84.

The new float dock has developed some cracks in the concrete, Jim Engen with Bellingham Marine came by and looked at the dock, he reports: *"The cracks were what they appeared to be in the pictures, I was able to verify that they do not extend down the sides of the float and are not structural in nature. I have my pictures and video into the engineer to verify this just to make sure and also to perhaps try and conclude what may have caused them in the first place. I can tell you however that the size and locations of these cracks are considered "hairline" in nature and not structural and should not pose any long term issues. I am typically in the area once a year and will continue to drop by and monitor them."*

On the maintenance side of things, there were two projects that needed to happen. All of the “thru bolts” down the sides of the float needed to be tightened. This is done preferably twice a year, once in the fall and again in the spring after the weather has settled down to ensure everything stays tightened and nothing loosens up. Next, make sure that the floats stay sealed by applying a good coat of concrete sealer once a year, preferably in the fall before the weather hits and after it’s been thoroughly pressure washed. I engaged Roger Hermansen to tighten the bolts and then Larry pressure washed the dock surface and Roger applied the sealant last week.

While attending the OPPA annual conference this month, Jim Knight, Executive Director of the Port of Astoria told me that he’d been talking to Mr. Jason Smith of Southport Lumber on the North Spit of Coos Bay and that he might be interested in developing a ‘marine transportation system’ for logs on the west coast of Oregon and had questions about possibilities for the Umpqua. I have a call into Mr. Smith to see what we could do and how we could help.

We will have a new business center tenant starting December 1<sup>st</sup>, Grayguns Inc. I requested a business bio to share with the board but have not received one yet. They will be sending the signed contract and check soon.

Signe was here today for her in-house review and will be here to present the audit to the board next month. She said everything looks great.

#### **SALMON HARBOR MANAGER:**

##### **Carey:**

Re-bidding for the engineering portion of the RV Expansion Project opened and has gone well so far. There is already a \$55,000 credit from HGE for work already done. It will be interesting to see what happens at the upcoming SHMC meeting.

It’s unbelievable at how many camping spots are still occupied at Salmon Harbor. County Commissioner Chris Boice would like for Paul and his crew to raise the rates out there but Carey doesn’t feel a need to raise the rates when it is doing as good as it is. Salmon Harbor’s rates are already comparable and right in line to the rates of the other parks out there.

#### **S.T.E.P.:**

No report.

#### **COMMISSIONERS:**

No report.

**The meeting was adjourned at 7:27 p.m.**

The next Port of Umpqua Regular Meeting will be held November 14\*, 2018 at 7:00 p.m. at the Port of Umpqua Annex building, 1841 Winchester Ave., Reedsport, Oregon 97467.

(\*Note: The meeting date has been adjusted because the original meeting date was the day before Thanksgiving).

**\*\*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:**

**9/28/18:**

**Commissioner questions from checks signed 9/28/18 (these will be included in the October 17, 2018 minutes):**

**Steve:** What is the bill for a quote from Kevin Ladd for? What it would cost for the electrical work to add an addition refrigerator container at the Ice Machine.

Checks were signed by Commissioners Jones and Reese.

**Questions from check signing at the October 17, 2018 meeting:**

**Jones:** Who & Why did we pay for someone to stay at a motel in Coos Bay?

**A:** That was for Charmaine who attended the OPPA annual conference. Having a room makes it much easier when you have to get to all of the various meetings & events, especially when it's a long day.

**Barry:** Complimented Ultimate Pest Control and is glad to see The Port uses their services. Checks were signed by Commissioners Jones and Nelson.

**Steve:** After the motion to approve payment of the bills Steve asked: Is the Central Lincoln PUD bill close to what it was last year?

**A:** Yes, it does vary when there is more activity at the WB Dock / Ice Machine but, it's very similar for everything else.

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Steve Reese, President

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Karen Halstead, Admin. Assistant