

Port of Umpqua

Regular Meeting Minutes
Wednesday, November 14, 2018 at 7 p.m.
Port of Umpqua Annex
1841 Winchester Ave
Reedsport, OR

THESE MINUTES ARE FINAL and APPROVED.

Commissioners Present:

Vice President Keith Tymchuk
Treasurer Lee Bridge

Commissioners Not Present:

President Steve Reese
Secretary Barry Nelson
Asst. Secretary Carey Jones

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
NOVEMBER 14, 2018 meeting packet.*

Proceedings:

The meeting was called to order at 7:10 p.m. by Vice President Keith Tymchuk.
It was noted for the record that there was NOT a quorum of Commissioners.

APPROVAL OF AGENDA & MINUTES:

There were no changes to the agenda as presented. It was noted that a quorum of Commissioners were not present therefore Item #1, which required a motion, was tabled until the December meeting as was approval of the October 17, 2018 meeting minutes.

APPROVAL OF BILLS:

Commissioner Tymchuk: There is not a quorum for the motion to approve payment of bills but, the bills have to be paid. Charmaine, being the Port Manager (CEO) can make the call to approve payment of the checks. She did approve payment as presented in the amount of \$8,233.96 and signed by Commissioners Bridge and Tymchuk.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Appoint 2019-2020 Budget Officer:

Motion and discussion tabled until the next meeting (December 20, 2018).

2. Facilities Update:

At Steve's request, Charmaine had provided the Commissioners a Facilities Update showing a history of all projects, the costs incurred as well as the current leases at all of the Port owned properties.

REPORTS:

STAFF REPORT:

The Commercial Dock in Winchester Bay brought in \$430, the ice machine brought in \$730.

Sometime between December 1st and 15th Grayguns, Inc., the newest tenants in the Winchester Building, will be moving into their office.

FYI:

Charmaine: There recently has been questions asking what impact the new Library Taxing District will have on The City, the Hospital & the Port. In response to this, the County created the detailed breakdown for each entity that was included in the Commissioner's Packets.

The meeting was adjourned at 7:19

The next Port of Umpqua Regular Meeting will be held ++December 20, 2018 at 7:00 p.m. at the Port of Umpqua Annex building, 1841 Winchester Ave., Reedsport, Oregon 97467.

++NOTE: *The December meeting will be on an irregular date; Dec. 20th is the 3rd Thursday. The date was changed due to scheduling conflicts.*

Steve Reese, President

Karen Halstead, Admin. Assistant

**** THESE ARE QUESTIONS FROM THE COMMISSIONERS WHILE SIGNING CHECKS, BOTH AT THE END OF THE MONTH, AND DURING THE CHECK SIGNING AT THE MEETING:**

10/31/18:

Commissioner questions from check signing at end of the month:

Lee: Was comparing the check approval list to the check(s). The check approval said \$597.62 for Oregon Department of Revenue but the first transfer sheet had the amount of 589.71.

A: The Oregon transit tax is transferred separately and show on a separate sheet. It goes the Oregon Department of Revenue too. The transit tax was for \$7.91. $\$589.71 + \$7.91 = \$597.62$.

Checks were signed by Commissioners Bridge and Tymchuk.

Questions from check signing at the November 14, 2018 meeting:

There were no questions.

Checks were signed by Commissioners Bridge and Tymchuk.