

# Port of Umpqua

Regular Meeting Minutes  
Wednesday, December 20, 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  
DECEMBER 20, 2018 meeting packet.*

## **Proceedings:**

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

**There was a quorum of Commissioners present for this meeting.**

## **APPROVAL OF AGENDA:**

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

## **APPROVAL OF MINUTES:**

Commissioner Nelson made a motion to approve the meeting minutes from October 17, 2018 as drafted and presented, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

Commissioner Nelson made a motion to approve the minutes from November 14, 2018 as drafted and presented, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

## **APPROVAL OF BILLS:**

Commissioner Jones moved to approve payment of checks in the amount of \$5,090.64 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. Audit June 2018 – Grimstad and Associates**

**Signe Grimstad:** Signe began by comparing 2017 to 2018 and explained the information that was included in the Management's Discussion and Analysis.

It was pointed out that 2017 had been restated. When looking at the Capital Assets last year it was discovered that Signe's office had decided to capitalize part of the painting project for the Winchester buildings. This should have been classified as repair and maintenance. As a result \$8,326 was moved from capitalizations (discussed on Page 15 of the Audit), to expenses.

The Port did well completing the year with an overall net increase of \$22,622 and the bulk of that is unrestricted monies that will be available for future expending.

Overall The Port had a very good year and received a clean opinion.

- ✓ Commissioner Nelson made a motion to receive Fiscal Year 2017-2018 Audit prepared by Grimstad & Associates, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

### **2. Appoint 2019-2020 Budget Officer**

- ✓ Commissioner Bridge made a motion to appoint Port Manager Charmaine Vitek as Budget Officer for preparation of the Port of Umpqua Fiscal Year 2019-2020 Budget, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

### **3. Local Government Law Group, engagement letter**

**Charmaine:** The Port's legal counselor, John Wolfe, retired at the end of November. John had been with the law firm Speer Hoyt, LLC who also employs people from the Local Government Law Group (LGLG) located in Eugene. The Commissioners were provided with an engagement letter from LGLG explaining the services provided as well as their billing procedures. Charmaine has been working with Carrie Connelly who has more experience with government law than John did. It was Charmaine's recommendation to continue with Speer Hoyt, LLC & LGLG.

- ✓ Commissioner Nelson made a motion to approve the Engagement Letter with the Local Government Law Group and authorize President Steve Reese to sign on behalf of the Port, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by a vote of 3 -1. 3 yeah votes from (Nelson, Reese & Bridge) and 1 nay (Jones).

### **4. GASB 75 Actuarial Services Agreement**

**Charmaine:** This is a contract agreement SDAO/SDIS has made with Milliman, Inc. to provide actuarial valuation services for municipalities so they will comply with GASB 75.

Carrie Connelly has read through the contract and she did have some issues/concerns. Charmaine contacted SDAO to discuss Carrie's issues but, it appears they plan to move forward regardless of any issues or concerns. Charmaine recommended that the board make a motion to have Steve sign the agreement since SDAO will pay for Milliman's services as long as The Port agrees to have the review done now.

- ✓ Commissioner Jones made a motion to approve the Port President to sign the GASB 75 Actuarial Service Agreement with Special Districts Insurance Services for Milliman, Inc. to perform the GASB 75 OPEB valuation, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

##### **5. Pacific Coast Congress (PCCHM) annual membership dues**

**Charmaine:** This is for a renewal to PCCHM. The group is made up mostly of harbors and marinas a lot of good information is shared within the group. Charmaine stated had used this group to gather information and recommendations when deciding on what and who to use for the new float dock project this year. That information was very valuable. Charmaine recommended the Commissioners approve this renewal.

- ✓ Commissioner Jones made a motion to pay the annual membership dues to Pacific Coast Congress of Harbormasters and Port Managers in the amount of \$265.00 for the 2019 calendar year to be paid from the General Fund, 2<sup>nd</sup> by Commissioner Nelson. Motion passed by unanimous vote.

#### **REPORTS:**

##### **STAFF REPORT:**

The Port Dock brought in \$7,356 in November and the ice machine made \$4,958.

Applied for a Security & Safety grant through SDAO for some personal equipment and the grant was successful so, SDAO paid \$112 for half of the costs. This is the second time The Port has received funds from this grant.

Got a call from Christian Walters who owns a local landscaping business. He is interested in leasing Parcel 3 in the downtown industrial park. The next step will be working with LGLG on a contract, and then this will be brought back to the board at a later time for a final decision.

Since September The Port has invested \$2,674 into the Toyota Forklift. This forklift has had one issue after another. Does the board want to continue maintaining this forklift? It is very nice to have this available at the dock.

**Carey:** Noticed someone at the dock who driving that forklift too fast for the 5 crab pots it was carrying. He didn't know who operating it. Charmaine agreed this is a continual problem at the dock but, if The Port doesn't allow fishermen to use it they will complain.

Recently hired Tyson Christensen to fill the dock assistant position. He is very eager to work and is learning the job.

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

**Carey Jones:** An issue came up regarding some Salmon Harbor business that Carey wanted to talk directly to Chris Boice about but, it is not legal because the two of them discussing Salmon Harbor would constitute a quorum of the SHMC. The initial issue came up when the county finance person and Chris Boice commented

to Paul Stallard regarding payment for holiday cards Salmon Harbor had sent out, which they have sent out for years. According to Chris any cards sent are not to be paid with taxpayer money and he suggested that Paul pay for them out of his pocket. After some research Carey discovered that Salmon Harbor is funded through an Enterprise Fund.

**Lee:** What makes an Enterprise Fund different is that they are allowed to make a profit and are normally treated like a private business. It would be perfectly allowable for Salmon Harbor to send out cards.

**Carey:** This is not an isolated issue with the county finance department. There have been other times where county finance has interrupted Salmon Harbor business and Carey plans to discuss this with Chris as well.

Oly Nelson has taken back the Reedsport Machine and Fabrication business.

There are new owners at the Crabby Café and at the SHMC meeting they requested to renew the building lease for 5 years instead of 3. Carey has tried their fish & chips and said the meals there are very good.

Fred Wahl has signed a big contract to have Fred Wahl Marine do all of the work on the Coast Guard vessels for the West Coast. As part of this new contract he is going to be putting in modular buildings that will be used as office space and living quarters for the Coast Guard crews assigned to each vessel as its being worked on.

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

**Deb Yates:** S.T.E.P. is going to need to purchase and install a new pump due to problematic water issues they have encountered in the raceway at the hatchery. They have had issues with the Salmon developing “Ich”, and because of this they have lost many fish. The pump will help S.T.E.P. be able to regulate the water and salt concentrates. The total cost of the pump, parts, pipe and installation will be around \$20,000. Deb requested \$5,000 from The Port to be applied to the cost of purchasing the pump and to be used as matching funds when applying for other grant monies.

**Steve:** This will need to be an agenda item on the next Port meeting in January so a motion can be made.

The annual S.T.E.P. dinner will be on the last Saturday in January. The location will be announced at a later time.

**The meeting was adjourned at 8:15 p.m.**

The next Port of Umpqua Regular Meeting will be held February 20, 2019 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: 11/30/18:**

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

**There were no questions.**

Checks were signed by Commissioners Jones and Tymchuk.

**Questions from check signing at the December 20, 2018 meeting:**

**There were no questions.**

Checks were signed by Commissioners Jones and Nelson.