

Port of Umpqua

Regular Meeting Minutes
Wednesday, January 16, 2019 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 (arrived at 7:18 p.m.)
Secretary Barry Nelson
Treasurer Lee Bridge
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
JANUARY 16, 2019 on-line meeting packet.*

Proceedings:

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

APPROVAL OF AGENDA:

Charmaine requested the deletion of Item #3 – S.T.E.P. Grant Request and to add 2 new items, Review Yale Forklift Complaints and Consider Contribution to Coast Guard Station Umpqua River. The agenda was approved with these changes.

APPROVAL OF MINUTES:

Commissioner Nelson made a motion to approve the meeting minutes from December 20, 2018 as drafted and presented, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Nelson moved to approve payment of checks in the amount of \$5,171.53 to be paid out of the General Fund, 2nd by Commissioner Jones. Motion passed by unanimous vote.

PUBLIC COMMENT:

Reedsport resident, Dennis Schwartz – Expressed concern of slow to no progress on the Reedsport Initiative project which he has been involved with. Thanked the Commissioners for their time.

Reedsport Main Street Coordinator, Emily Bradley

Reedsport City Manager, Jonathan Wright – Jonathan introduced Emily as the new Main Street Coordinator. Emily brought the Commissioners up to date on some of the projects that Main Street is planning for 2019. The big project is Reedsport’s Centennial celebration this year with events and activities planned throughout the entire year.

Handed around commemorative coins that are now available for purchase (\$20) with the proceeds going to help fund centennial activities. Planning on publishing a “Reedsport 100 Year” yearbook. Emily encouraged everyone to write their “Reedsport” stories. All of the stories submitted will then be included in this commemorative book. Also mentioned a donation drive to raise money for a life size bronze elk statue that will be created by a local artisan and eventually displayed along Highway 38 in old town.

REGULAR BUSINESS:

1. Property & Liability Insurance Renewal – Debbie McKinney:

January 1st was renewal time for the property and casualty insurance. The contribution and summary invoice was provided to the commissioners for review. SDAO has made a few changes as well as some housekeeping to the policy. The Port’s policy has increased about 4% overall. Debbie recommended that the commission renew the policy with SDAO.

Charmaine: Reminded that The Port entered into a 2 year rate lock last year with SDAO. The rate lock is supposed to keep any increase below 5% which they did at 4% this year. This rate lock is contingent upon The Port having no claims.

There is also a longevity credit The Port receives from SDAO. Last year The Port received \$1,269.

Commissioner Jones made a motion to approve payment of \$14,002 to Special Districts Association of Oregon for continued Property and Liability insurance as presented for 2019 to be paid from the General Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

2. Consider Lease of Parcel #3 in Industrial Park:

Charmaine: Christian Walter with Northwest Landscape Management recently contacted The Port requesting to lease Parcel #3 at the Industrial Park property. The board members were given copies of the lease contract for review. Christian has proposed to pay \$450 per month + utilities. This is lower than Tyree was paying for this parcel but, Christian plans to do some significant improvements to the site which will make up for the difference in the lease amount and will make the property better fit his company’s need. Charmaine has

worked with Port Legal Counsel, LGLG, to create this lease which offers the option to extend up to 5 years; one year at a time.

Christian Walter, Northwest Landscape Management:

There is no specific timeline for all of the property improvements he plans to do. One project that will need to be done right away is to place fencing across two of the property lines to make a secure area for his equipment.

Charmaine highly recommended that the board consider accepting the proposal.

Commissioner Jones made a motion to approve the lease with Christian Walter for Parcel #3 in the Reedsport Industrial Park and authorize the Port President to sign the lease document, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

3. ADD Review Yale Fork Lift Complaints:

Charmaine: Recently was visited by one of the fishermen who was complaining that the Yale fork lift doesn't work right. Contacted Dan from Billeter Marine and had him take a look at the Yale. Also had the complainant be there with Dan. Both Dan and the fisherman agreed there is nothing wrong with the Yale fork lift, it just doesn't operate the way the fishermen want it to.

Barry: What is the main complaint?

Carey: That the Yale is electric vs. hydraulic and the controls are too sensitive. For example, when a driver takes his foot off the gas the fork lift suddenly stops instead of slowing down or coasting.

Last month Charmaine talked to the board about all of the maintenance that the Toyota fork lift has needed recently and asked if the board wanted to keep putting money into that fork lift. There was not a motion but, it was agreed by consensus of the board not to put any more money into it.

Selling the Yale fork lift and purchasing something more suitable to the fishermen's needs was mentioned. When the Yale was originally purchased Carey said he thought he could find a fork lift for less money. Direction was given to either find out if the electrical override on the Yale fork lift can safely and legally be modified or have Carey look into finding another fork lift to replace the Yale.

4. ADD Consider Contribution to Coast Guard Station Umpqua River:

Keith: The Coast Guard is not being paid for their work during the Government shutdown. Governmental rules do not allow a person or entity to donate directly to a specific Coast Guard Station but, in talking recently with Katie Hildebrand, Keith found out that donations can be made to the Chief Petty Officer's Association with a memo for the donation check to be directed to a specific station. Keith suggested that the Port of Umpqua send a donation of \$1,000 to be directed to Station Umpqua River in Winchester Bay. The Commissioners voiced their appreciation of the Coast Guard and were in agreement to send a donation.

Commissioner Tymchuk made a motion to direct Charmaine to contact the Coast Guard Chief Petty Officer's Association in North Bend and get information so The Port of Umpqua can donate \$1,000 directed to Station Umpqua River, 2nd by Commissioner Jones. Motion passed by unanimous vote.

REPORTS:

STAFF REPORT:

Charmaine: Winchester Bay dock brought in \$250 last month, crab season is starting so the money received should be back up soon.

SALMON HARBOR MANAGER:

Carey: Missed the last SHMC meeting but the business discussed was that Douglas County legal counsel felt that SHMC needed to meet again regarding HGE being the engineer firm selected to do the RV expansion project, which was already approved by SHMC and the contract signed.

S.T.E.P.:

Deb Yates: In November an ODFW employee, Joseph, had made plans for S.T.E.P. to do an experiment that involved pumping water from Smith River. Recently found out that Joseph is no longer with ODFW and now S.T.E.P. no longer plans to buy a salt water pump. This is why Deb withdrew S.T.E.P.'s request for money from The Port.

The S.T.E.P. Annual dinner will be Saturday, January 26th.

S.T.E.P. will be receiving 5,000 trout January 28th, and will be getting "unfed Frye" in March.

The meeting was adjourned at 7:53 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.

Steve Reese, President

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:**

12/31/18:

Commissioner questions from check signing at end of the month to be included in the December 31, 2018 minutes:

There were no questions.

Checks were signed by Commissioners Jones and Bridge.

Questions from check signing at the January 16, 2019 meeting:

There were no questions.

Checks were signed by Commissioners Jones and Nelson.