

# Port of Umpqua

Regular Meeting Minutes  
Wednesday, February 20, 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  
Secretary Barry Nelson  
Treasurer Lee Bridge

## **Commissioners Not Present:**

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 by request.*

## **Proceedings:**

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

**It was noted that there was a quorum of Commissioners present for this meeting.**

## **APPROVAL OF AGENDA:**

There were no changes to the agenda as presented, approved by consensus of the present Commissioners.

## **APPROVAL OF MINUTES:**

Commissioner Nelson made a motion to approve the meeting minutes from January 16, 2019 as drafted and presented, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

**APPROVAL OF BILLS:**

Commissioner Nelson moved to approve payment of checks in the amount of \$6,082.11, 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. South Coast Development Council membership dues – Sam Baugh**

Sam gave the Commissioners an update on the business retention & expansion projects in the local area that SCDC has been working on.

SCDC is Business Oregon’s first call when there is a potential opportunity with someone who is looking for a location and/or land. SCDC currently has 10 projects with Business Oregon and of that there have been 5 local site visits.

**Keith:** Named a few of the success stories that Sam/SCDC have brought to town which has brought money into the local community. He quoted Jonathan Wright by saying “for the \$2,500 membership investment Sam & SCDC bring \$100,000 worth of pay off”.

- ✓ Commissioner Tymchuk made a motion to approve membership dues to the South Coast Development Council in the amount of \$2,500, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

**REPORTS:**

**STAFF REPORT:**

**Charmaine:** The 2019/2020 budget process has started and Commissioner Reese thought this would be a good time to discuss any projects or possible directions that the Board would like to see for this budget cycle. If anyone does have any thoughts on this please let Charmaine know soon as she will be working on the budget.

In preparation for The Port’s participation in the Salmon Harbor expansion project, The Port will be changing the current financial structure of four Reserve Funds and the General Fund. The plan is to dissolve the current Capital Reserve Fund and Operation Reserve Fund and create a new fund that will better meet the needs of the Port moving forward.

**Steve:** Would like Salmon Harbor to make another presentation on the Salmon Harbor RV resort expansion project. There have been presentations on this topic in the past but, it has been a while.

**Charmaine:** The project details have changed since the last presentation so she will ask Paul to prepare a new proposal with specific details of what he would like from The Port.

Maintenance/facility projects during the new budget cycle will include having the roof(s) in the Winchester Buildings checked and if deemed necessary, fixed.

The Winchester Bay Dock brought in \$12,690 in January. The Ice Machine brought in \$3,106. Karen has been concentrating on getting the past due accounts paid up and that is where some of these monies came from.

The Oregon Government Ethics Commission will soon be e-mailing the requests for your statement of economic interest questionnaire. April 15<sup>th</sup> is the filing deadline. Anyone needing to can come in and complete the questionnaire on one of the computers in the office.

The budget meeting will be on April 24<sup>th</sup> at 6 p.m. with the April regular Port meeting to follow at 7 p.m.

**SALMON HARBOR MANAGER:**

No report.

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

No report.

**COMMISSIONERS:**

**Barry:** Still no information on the salmon disaster relief that is to be distributed to the fishermen who lost money due to the poor salmon season last year. There will be a Salmon Industry meeting on Thursday in Newport and hopefully there will be more information on this at that meeting.

**Charmaine:**

Commissioner Jones has been working with her on obtaining a new forklift. He has been doing some research and may have found something in McMinnville.

**The meeting was adjourned at 7:34 p.m.**

The next Port of Umpqua Regular Meeting will be held March 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:**

**1/31/19:**

**Commissioner questions from check signing at end of the month to be included in the February 20, 2019 minutes:**

There were no questions.

Checks were signed by Commissioners Tymchuk and Reese.

**Questions from check signing at the February 20, 2019 meeting:**

**Steve:** Do we receive service from Bill's Pest Control every month?

**A:** No, it's an every other month service.

Checks were signed by Commissioners Nelson and Reese.