

Port of Umpqua

Regular Meeting Minutes
Wednesday, March 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
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 by request.

Proceedings:

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

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

APPROVAL OF AGENDA:

There was one addition to the agenda, Charmaine requested that Item #4 be added – Memorial Day Celebration Donation Request. The agenda was then approved by consensus.

APPROVAL OF MINUTES:

Commissioner Nelson made a motion to approve the meeting minutes from February 20, 2019 as drafted and presented, 2nd by Commissioner Jones. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Nelson moved to approve payment of checks in the amount of \$4,637.87 to be paid out of the General Fund, 2nd by Commissioner Jones. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Dredging Lobby Efforts Contribution Port of Bandon

The last few years the Port of Bandon has sent one of their Commissioners to Washington D.C. to lobby for dredging and jetty maintenance funds. In the past (2014-2016) The Port of Umpqua has made a contribution to help offset expenses for the trip. It was agreed that these lobbying efforts benefit The Port of Umpqua and a contribution is money well spent.

- ✓ Commissioner Nelson made a motion to approve the contribution of \$500.00 to the Port of Bandon for the lobbying effort for dredging funding to be paid from the General Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

2. Salmon Harbor FY 2019-20 Budget Review – Paul Stallard

Paul presented the proposed 2019-2020 Salmon Harbor budget. He stated that the budget is still a working document therefore the numbers are not yet final.

The overall budget proposed for Salmon Harbor is \$4,194,750. This includes \$2,414,750 for the Marina, \$1,292,850 for the RV Park and \$487,150 for the fuel facility.

The estimated total cost for the RV Expansion project is around \$2.9 million dollars. Salmon Harbor has budgeted \$777,000 in monetary funds but, Paul projected that Salmon Harbor's total contribution will be closer to \$1.3 million once they factor in the "in kind" services and items such as appliances, supplies, outside décor and more.

3. Salmon Harbor RV Expansion Project – Paul Stallard

This project has an aggressive schedule with a projected completion date of May 2020. Some things have already been completed. The next phase will be bidding for construction. This phase is scheduled to take a month and a half, from April 24th through June 5th. Paul pointed out how critical the turnaround time will be once Salmon Harbor forwards these bids on to County Counsel. Any delay could affect whether or not paving can be started and finished by fall of 2019. If this isn't completed by fall the paving portion will be at a standstill during the winter months since they cannot do any paving when the rains come. Paul really wants the project to stay on schedule and be completed in time for the summer months since that is the busiest and most profitable time of the year.

Steve: Who will be the project coordinator?

A: The engineering firm HGE, Inc. will oversee things but, it will be up to Salmon Harbor staff to keep things moving forward.

Salmon Harbor recently raised the rates at the existing RV Park to help generate money for the project. The rate increase was done after a comparison between Salmon Harbor and other

parks from Lincoln City to Brookings revealed that Salmon Harbor's rates were considerably lower than the others.

Charmaine: As reported in the past, part of the budget process this year will include changes to the structure of the reserve funds. There will be a reserve fund established to hold any funds The Port chooses to set aside and contribute toward the RV Expansion project.

4. Memorial Day Celebration Donation – Charmaine

Jim Wells has requested once again that The Port make a contribution to the Memorial Day Celebration. Last year The Port gave \$50 as requested. Charmaine suggested that a \$100 donation be made this year. Everyone agreed.

- ✓ Commissioner Nelson made a motion to approve a contribution of \$100.00 to the Memorial Day Celebration, 2nd by Commissioner Jones. Motion passed by unanimous vote.

REPORTS:

STAFF REPORT:

In February the Winchester Bay Dock brought in \$20,690 and the Ice Machine brought in \$5,118.

There has been discussion about having a structure built over the ice machine. Justin Kramer has taken a look at it and is will be providing an estimated cost for the project. Depending on what that cost is, this may or may not have to go out for bid.

Another project being looked at is to have security cameras installed in the back of the Winchester Buildings. Charmaine is currently researching what this would entail and she will bring her findings back to the Commissioners when she knows more.

Christian Walters has moved his equipment onto Parcel #3. There was an issue in finding the actual property lines so Neal Hibbs, a surveyor from Roseburg, was hired and was able to find and mark the lines. Now that the lines are defined Christian is going to start building fencing around the property.

With several new employment laws changing Charmaine has decided to have the personnel policy reviewed. There are some changes being made with the help of the Local Government Law Group. When those changes are in place, an updated policy will be brought to the Commission for review and to be readopted.

The Manager reviews were sent out. Barry and Carey did not receive their copies. Once everyone has gotten their copy, the Commissioners were asked to complete and send them to Steve who will compile the results. Those the results will be discussed at next month's meeting.

Charmaine asked Commissioner Jones for an update on his research for a new forklift.

Carey: The first forklift being looked at turned out to have an issue with the oil pressure, so it was not an option. Spoke with the owner of a forklift business in Prineville about modifying the braking system on the accelerator of the existing Yale forklift. Someone had told Carey that the accelerator could not be modified. This gentleman from Prineville said it can be changed and to do so he will just need the VIN number to find the code to make the change. There is still the issue with the mast. Carey is going to Prineville and plans to look at a 2014 forklift that has a 3 stage mast. The Port may be able trade the Yale for another forklift.

SALMON HARBOR MANAGER:

Paul: Has been working with Jack Aiken on getting Salmon Harbor's dredging permits finalized. Jack came up with a plan to help Salmon Harbor piggyback the scheduling of the harbor dredging with the dredging that A.C.O.E. already has planned. The A.C.O.E. dredging usually ends within 10 feet of Salmon Harbor's breakwater dock. In the past when A.C.O.E. gets to that point they have asked that the boats moored there be moved but, there is nowhere in the harbor with enough water depth for the boats to go, especially around the transient dock.

Kate Groth, from A.C.O.E. is also working with Salmon Harbor to get their dredging scheduled at the time the dredge will already be in the harbor. If this works out it could save Salmon Harbor about \$180,000.

Update on some major repairs that were recently done on the breakwater dock. Some of the boards and whalers had not been worked on since 1973. By using inmate labor Salmon Harbor was able to get the work done for around \$25,000. Had it been contracted out it could have cost in excess of \$100,000. The next project scheduled for fall of 2019 will be working on the ramp portion of that dock.

S.T.E.P.:

Deb Yates: Expecting 35,000 to 40,000 unfed Frye from Rock Creek Hatchery on Friday. The rearing pens have been setup and are ready.

S.T.E.P. has been given an oxygenator that they plan to fit into the end of the raceways which will allow recycling of the raceway water. Hopefully this will prevent a previous issue S.T.E.P. has had of running out of water in those raceways.

O.D.F.W. wants a percentage of the Frye released into S.T.E.P. Creek with the hopes of establishing a return of adult Salmon. S.T.E.P. has agreed by consensus to give this a try for 5 years.

COMMISSIONERS:

Barry: The Salmon fishermen relief has already been approved but so far there has not been any progress made. The schedule for the 2019 Salmon season isn't finalized but, it looks like it may open around April 20th. It's forecasted that this year will be a better season than last year.

Carey: Went to the Urban Renewal budget meeting and found out that The City has a lot of things planned. One of the planned projects is to bring kayaking to the Reedsport waterfront.

The meeting was adjourned at 8:01 p.m.

The Port of Umpqua will have a Budget Meeting on April 24, 2019 at 6 p.m., to be followed by the Regular Meeting at 7:00 p.m. Both meetings will be 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:**

2/28/19:

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

Steve:

Q: Is Tyson working on the ice machine?

A: Yes, today is his first day working the ice machine alone.

Checks were signed by Commissioners Tymchuk and Reese.

Commissioner Questions regarding bills from the meeting:

Barry:

Q: What is Intuit QB payroll? Do we have to pay a subscription to this every year for PR?

A: The QB payroll is a yearly subscription.

Carey:

Q: Why is the electric bill so high for 1877 Winchester?

A: Could be because of new tenants?

Q: Is \$650 for QB?

A: The QB payroll is a yearly subscription.

Checks were signed by Commissioners Nelson and Jones.